

# 2023 Wedding Ceremony Agreement

The information and rules below assure that this historic landmark remains safe, beautiful and in good repair for all. **By signing this document you agree to abide by all below. READ THEM CAREFULLY, and ask questions, if needed.**

## CHURCH FEES

- The fee for booking the church is \$1250 for Monday – Friday weddings. All other days are \$1500.
- Your booking includes a one-hour rehearsal, four hours on your wedding day and an Event Facilitator. This is not negotiable.
- A non-refundable deposit of \$500 is required to secure the date. The balance due is to be paid no less than 30 days prior to the wedding. Payments may be made in parts; contact the church office for details.

## OFFICIANT/MUSICIANS FEES AND INFORMATION

- **An officiant is NOT included in the booking.**
- If you choose to use an ordained officiant of your own, we ask that you make note of who they are and what organization they are affiliated with verbally or in your wedding program.
- You may bring in the musicians of your choice. The use of Calvary's audio equipment is included with the wedding fee. Musicians' fees are separate. For a list of recommended musicians, please ask the Church Administrator. Visiting musicians must check in with the Event Facilitator about the use and care of Calvary's instruments and to have their equipment inspected to assure that nothing will damage the floor.

## SET UP/DECORATIONS

- All plans for the ceremony, including decorations (flowers arrangements, candles, etc.) must be approved by the Church Administrator. They will meet with you approximately prior to your ceremony about how to arrange the worship space and to help you plan the details of the ceremony.
- Set up is performed by the Calvary Event Facilitator only. **Please do not move microphones, chairs, candles, tables, fans, piano, etc., and inform your wedding party and vendors as well.**
- Guest count must be given to the Church Administrator at least two weeks prior to the wedding.
- Wax candles must be safely secured in approved drip proof containers.
- **No tape or glue of any kind, tacks, nails or pins may be used on any surface including floors, walls, chairs, tables, kiosks or candle stands.**
- The canopy is part of the design of our worship space and will not be removed.
- For safety on the hard wood floor, it is **highly recommended** that a runner is not used. From our experience, the combination of a wedding dress, high heels, the wood floor and a runner lead to a very awkward entrance.
- A \$200 safety deposit is required for the use of outside chairs or other large items to be brought in. Chairs must have padded feet. The deposit will be returned after the space is cleared. These items must be **preapproved**. Outside chairs would be needed if more than 250 guests are expected. Maximum capacity is 350.
- The Event Facilitator is here to ease your interaction with the building and depend on your cooperation and good information to do their job. They are not responsible for issues caused by incorrect information or lack of good will by the wedding party or any guest.

## TIMES

- Wedding rehearsals are generally from 6:00-7:00 pm the evening prior to the wedding day, unless previously approved. Please contact the Calvary Church office at least 2 months in advance for approval.
- The timeline is usually as follows: the sanctuary and dressing spaces available **two hours prior** to the ceremony time, during which the florist, photographer and musicians may arrive to set up or rehearse; the space available for an additional **two hours** from the ceremony start time, during which the ceremony and pictures may occur.
- The ceremony time **must** be confirmed with the church at least **3 months** prior to the ceremony. *If your preferred wedding time is not available by the time you contact us with your request, you will need to pick a different time, so confirming the time as soon as possible is best.*

## SAFETY/SECURITY

- The consumption of alcoholic beverages or smoking are not permitted at any time in the church building.
- Exterior doors may not be propped open or left open at any time.
- All personal items brought in with you for the wedding must go out with you the same day. We make every effort to secure the rooms and building during the time you are in our space. However, Calvary Church is NOT responsible for any lost, missing, damaged or stolen items. Calvary Church and its officers, members, employees, insurers and successors are not responsible and are released from all claims of personal injury or death occurring on its premises during the dates and times stated in this agreement.

## Wedding Ceremony Agreement

PLEASE COMPLETE AND RETURN **ALL THREE PAGES** TO THE CALVARY CHURCH OFFICE WITH YOUR DEPOSIT.

PLEASE PRINT LEGIBLY. COPIES WILL BE RETURNED TO YOU FOR YOUR RECORDS.

**WEDDING** Day of the week: \_\_\_\_\_ Date: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ (must be confirmed at least 3 months in advance)

Rehearsal Day and Date: \_\_\_\_\_ Time: **6:00-7:00 pm** or \_\_\_\_\_ or TBD

**BRIDE** (full name): \_\_\_\_\_

Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**GROOM** (full name): \_\_\_\_\_

Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OFFICIANT** name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of the couple following the wedding:

\_\_\_\_\_  
\_\_\_\_\_

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*We have read, understand and agree to comply with and are willing to be bound by all the guidelines and information in this Agreement. We acknowledge that failure to follow ALL of the above guidelines could void our booking:*

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

**Please return ALL THREE PAGES (including page 1) of the completed Wedding Agreement along with your \$500.00 deposit to:**

Calvary Presbyterian Church | 628 North 10<sup>th</sup> Street | Milwaukee, WI 53233

**FINAL PAYMENT Payable to “Calvary Church” and due 30 DAYS PRIOR to date of wedding**

*Thank you!*

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*For Office Use Only:*

Deposit (\$500) Rec'd on: \_\_\_\_\_ Check no: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

Safety (\$200) Rec'd on: \_\_\_\_\_ Check no: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

Final Payment Rec'd on: \_\_\_\_\_ Check no: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_