



# First Congregational United Church of Christ Wedding Application

Wedding Date \_\_\_\_\_ Time of Wedding \_\_\_\_\_ AM  PM

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_ AM  PM

Location of Wedding  First Congregational  Off Site at \_\_\_\_\_

	Spouse 1	Spouse 2
Current Full Name (First Middle Last)	Birth Surname / Maiden Name:	Birth Surname / Maiden Name:
Anticipated Married Name		
Date of Birth		
Address		
Email		
Phone – Cell		
Phone – Work		
Parent 1's Name	Birth Surname / Maiden Name:	Birth Surname / Maiden Name:
Parent 1's Address		
Parent 2's Name	Birth Surname / Maiden Name:	Birth Surname / Maiden Name:
Parent 2's Address		

### Ceremony Details

Approximate number of people attending the Wedding \_\_\_\_\_

Requested pastor \_\_\_\_\_

Will Church musician be needed?..... Y  N

Will flowers be left for Church? ..... Y  N

Is anyone who is a part of this wedding an active member of First Congregational UCC?..... Y  N

Name \_\_\_\_\_ New Member?..... Y  N

\*New members are those who joined the church less than twelve months prior to the wedding date as defined in the Church Facilities Guidelines.

**Please see reverse**

**Please check the facilities and services you will require.**

Need	Facility/Service	Member Fee	Non-Member Fee	Includes
<input type="checkbox"/>	Sanctuary and dressing rooms - Upper Lounge & Common Grounds Max # of people in Sanctuary: 450	\$75.00	\$325.00	Custodial Services of \$75.00
<input type="checkbox"/>	Chapel and dressing rooms - Upper Lounge & Common Grounds Max # of people: 50 (incl wedding party)	\$50.00	\$200.00	Custodial Services of \$50.00

<input type="checkbox"/>	Pastor	Fee for counseling, rehearsal, and wedding ceremony. This is arranged with and paid directly to the pastor. Suggested Honorarium \$200.00 Member / \$300.00 Non-Member
<input type="checkbox"/>	Organist and other Musicians	All fees and services are arranged with and paid directly to the musicians that are hired. Suggested Honorarium \$150.00 Member / \$150.00 Non-Member
<input type="checkbox"/>	Audio & Video Services	All fees and services are arranged with and paid directly to the videographer that is hired. Fees may include one flashdrive or one livestream to either Facebook or YouTube. Suggested Honorarium \$125.00

Deposit Fees/Custodial Service Fees are required to reserve either the Sanctuary or the Chapel and are due with this application. Remainder of fees are due 30 days prior to date of wedding. Fees will be fully refundable if the wedding is canceled at least one month in advance.

Please initial each line to indicate acceptance:

I acknowledge that I have read and completed the Regulations for Use of Facilities. This paperwork has been turned into the church and will be adhered to.

I acknowledge that I have read the Photography Policy and will adhere to it.

**By signing below, you acknowledge receipt of the policies listed above. You further acknowledge that you have read, understand, and accept each policy in its entirety, and have indicated so by initialing above.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Fees in effect at the time of the booking will be honored.*

—The Church of the Open Door—  
**FIRST CONGREGATIONAL  
UNITED CHURCH OF CHRIST**



724 E. South River Street, Appleton, WI 54915

Office Use Only

Total Fees Due \$ \_\_\_\_\_ Amt of Deposit \$ \_\_\_\_\_

Date of Deposit Pd \_\_\_\_\_ Check # \_\_\_\_\_

Date of Balance Pd \_\_\_\_\_ Check # \_\_\_\_\_

Date Finalized on Calendar \_\_\_\_\_

Notify Pastor \_\_\_\_\_ Notify Musicians \_\_\_\_\_

Mbr Record \_\_\_\_\_ Red Log Book \_\_\_\_\_ File License \_\_\_\_\_

R05/2021

# First Congregational United Church of Christ Regulations for Use of Facilities

1. No alcoholic beverages are permitted in the church or on the church grounds.
2. Smoking is only permitted in the designated areas outside of the building.
3. No rice is to be thrown either inside the church or outdoors on the church property. Birdseed may be used outside.
4. Birds are not to be brought inside the building
5. No sparklers, fireworks, or bubbles may be used inside the building.
6. Reserved areas must be returned to the condition in which they were found. Please return all equipment to its proper location and dispose of all trash in the appropriate receptacles.
7. Any cleaning, set-up, teardown, or damage resulting from an event will be charged to the party that reserved the space or deducted from the deposit.
8. Nails, wires, and electrical tape may not be used to affix decorations. All tape residue must be removed from surfaces.
9. Candles and candle holders in the seating areas are not permitted unless approval is obtained from the church administrator two weeks in advance. All candles must be mounted in non-flammable holders. All decorations used in conjunction with candles must be non-flammable unless specifically approved by church administrator.
10. All users must obtain permission before using the gas fireplaces.
11. Use of the premises shall terminate at 10:30 PM.
12. Prior approval for the use of Church equipment must be obtained from the church administrator two weeks in advance. Examples of church equipment include, but are not restricted to, audio/visual equipment, projectors, musical instruments, and the kitchen equipment. Additional fees may apply; a fee schedule is available from the church office.
13. All fees and deposits, and the Application for Facilities Use form are due two weeks prior to the event.
14. No gratuity for any church employee is permitted. Gifts to First Congregational in appreciation of exceptional service are accepted. Honorariums may be arranged for special services.

## Release from Liability

I/We, \_\_\_\_\_, agree to save and hold harmless the First Congregational United Church of Christ of Appleton, Wisconsin, from any and all claims of bodily injury or property damage arising out of the usage of the above facilities. I/We agree to indemnify the First Congregational United Church of Christ of Appleton, Wisconsin for any and all costs, attorney's fees, or expenses incurred in defending any claim for bodily injury or property damage arising out of the usage of the above property. Approval of the Application for Facilities Use form may be conditional upon evidence of liability insurance protecting the First Congregational United Church of Christ of Appleton, Wisconsin with limits as specified by Church Council

I/We agree that a representative will be present throughout the dates and hours of usage and will be responsible for ensuring proper conduct of all members, guests, or invitees of the reserving party as well as proper care for the facilities used. The reserving party, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by a church representative. Parties failing to adhere to these regulations may not be permitted to make future reservations.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## First Congregational United Church Of Christ Photography Policy

The First Congregational United Church of Christ discourages photography during worship since it may disrupt the worship experience for those in attendance.

Anyone who feels obliged to take photographs during a worship service is asked to do so discreetly, demonstrating respect for other worshippers by observing the following guidelines:

1. No flash photography or special lighting is permitted.
2. All pictures and videos must be taken within the pews (use of the aisles is not permitted).

Church staff will be available for pictures following the service. For special church events, a video camera is often set up to record the event. Please consult with the staff to see if this is planned, as those videotapes can be made available.

For wedding bulletins, we ask that the following announcement be included:

*The Bride and Groom request that no flash photography be taken during the ceremony.*

Worship and Music Ministry Team, 09/1996

—The Church of the Open Door—

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