

# Auburn Christian Church Wedding Contract

1100 15<sup>th</sup> Street

Auburn, NE 68305 274-3027

WEDDING DATE/TIME: \_\_\_\_\_ REHEARSAL DATE/TIME: \_\_\_\_\_

BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Member Yes \_\_\_\_\_ No \_\_\_\_\_ Member Yes \_\_\_\_\_ No \_\_\_\_\_

Listed below are current fees and policies. They are subject to change.

**CHURCH SECURITY/DAMAGE DEPOSIT:** A refundable security and property damage deposit fee of \$100.00 is due at the time the date is reserved. If any damages occur or alcohol is found on the premises this deposited will not be refunded.

**FACILITY USE FEE:** The fee for the use of the church is \$100.00 due at the time the date is reserved. This fee includes use of the sanctuary both for the rehearsal and the wedding and areas to get ready for the wedding.

**ADMINISTRATIVE/COORDINATION FEE:** All weddings and rehearsals are administered/coordinated by church staff, i.e. minister or secretary. A staff member will be in attendance for rehearsals, decorating and the wedding ceremony to facilitate the use of equipment, furnishings, etc. Parties are to contact the church to confirm and answer questions. The administrative fee is \$100.00, payable at the time the date is reserved.

**CUSTODIAL FEE:** To have the church cleaned by the custodian after the wedding, the fee is \$100.00 payable to the church at the time the date is reserved. The family will be responsible for picking up all personal belongings of the family and wedding party within an hour after the wedding.

**EQUIPMENT FEE:** The use of church audio-visual or sound equipment can be arranged through the church office. Arrangements will need to be made to have someone from Auburn Christian Church operate the system at a fee of \$50.00 payable to the church. Equipment available include: microphones (cordless and not) tape/CD/DVD system, projector, PowerPoint, and possible more, just ask. A piano and keyboard are also available. Contact the church office to find an accompanist or use of your own accompanist can be used with permission. A DVD of your wedding can be made upon request for no extra charge. It is not high quality, but it will be a recording of the ceremony.

**COUNSELING FEE:** For one of our ministers to marry you marriage counseling is required. A fee of up to \$50.00 is charged to pay for this counseling program, and is paid directly to the counseling program used.

ALL WEDDINGS AT AUBURN CHRISTIAN CHURCH WILL BE A CHRISTIAN SERVICE.

THE WEDDING COUPLE WILL BE UNITED IN A SACRED COVENANT WITH GOD.

**NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY. IF ALCOHOL IS FOUND ON THE PREMISES THE CHURCH SECURITY/DAMAGE DEPOSIT WILL NOT BE REFUNDED.**

FOOD AND DRINK IS ALLOWED ONLY IN THE FELLOWSHIP HALL.

RETURN THIS SIGNED CONTRACT TO THE CHURCH OFFICE WITH PAYMENT OF \$450.00 FOR:  
 \$100.00 – DAMAGE DEPOSIT (REFUNDABLE)  
 \$100.00 – FACILITY FEE  
 \$100.00 – ADMINISTRATIVE FEE  
 \$100.00 – CUSTODIAL FEE  
 \$ 50.00 – EQUIPMENT FEE

The fees listed do not include the counseling fee or honorariums to the minister or musicians.

Available from the church at no extra charge are the following. Indicate what you wish to use for your wedding so they will be ready and available.

In Sanctuary/Foyer:

- Candelabras for altar – 2 different sets of 2  
 (hold 7 candles sticks each – dripless candles are preferred) Yes   #   No
- Candelabras for altar – 2  
 (hold 5 larger candles each) Yes   #   No
- Candle lighters/snuffers - 2 Yes   #   No
- Table for Unity Candle (wood) Yes        No
- Flower Stands – 3 (wood) Yes   #   No
- Guest Book Table (wood) Yes        No

In Fellowship Hall:

- Punch Bowl Yes        No
- Coffee Pot/s Yes   #   No
- Table & Chairs Yes   #   No
- Plates, cups, glasses, silverware (circle what you need) Yes   #   No

Candles, paper products, tablecloths, napkins, coffee, creamer, sugar, etc. are responsibility of wedding couple. If servers or attendants are needed please make arrangements with the office to find people to run the kitchen, if desired, for a fee. **NO ALCOHOL allowed on the premises.**

To help the minister and secretary please list the following if known:

- Florist \_\_\_\_\_ Phone \_\_\_\_\_
- Photographer \_\_\_\_\_ Phone \_\_\_\_\_
- Caterer \_\_\_\_\_ Phone \_\_\_\_\_
- Location of Reception \_\_\_\_\_ Phone \_\_\_\_\_
- Accompanist \_\_\_\_\_ Phone \_\_\_\_\_

**Contact the minister or secretary to confirm and answer questions.**

- Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_
- Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_
- Minister's Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Fees Paid: \_\_\_\_\_ Date \_\_\_\_\_