



FIRST PRESBYTERIAN CHURCH OF ELIZABETHTOWN

1016 Pear Orchard Road
Elizabethtown, Kentucky 42701
270.765.7663

WEDDING/VENUE TERMS & CONDITIONS

INITIAL PLANNING

The congregation, the Session and the staff of First Presbyterian Church welcome you and rejoice with you as plans are made for your wedding service in this church. It is our desire that your wedding be both meaningful and beautiful. It is essential that the wedding ceremony focus upon marriage as a gift of God and an expression of Christian life.

Plans for the wedding ceremony and premarital counseling will be discussed with the minister of First Presbyterian Church. If a minister, not on the staff of First Presbyterian Church, is desired as a participant in the ceremony it will be necessary to discuss this with our minister. Invitations to guest ministers may then be extended by the minister of this church.

Arrangements should begin by calling the Church Office Administrator (270.765.7663 x 100) to reserve dates and times for wedding and rehearsal as well as an appointment with the minister. Discussion with the minister must be held before dates will be finalized.

Members of the church are not expected to pay for the use of space in the church. They are responsible for the damage deposit and custodial fee. Non-members are responsible for charges as described on the last page of this booklet. Please note that if the bride, groom, or any one of their parents is a member of First Presbyterian Church, the wedding will be considered a member wedding.

USE OF CHURCH FACILITIES FOR WEDDINGS AND RECEPTIONS

FACILITY DESCRIPTION

The sanctuary, fellowship hall and kitchen will be made available according to prior reservation. The sanctuary seats 360 people (maximum according to fire code.) In addition, the Koinonia room and the women's parlor/restroom will be available as dressing rooms for the bride and attendants. The choir room will be available as an anteroom for the groom and groomsmen. Wedding ceremonies can be scheduled no later than 5:00 PM on Saturdays. The fellowship hall and kitchen are to be used no later than 10:00 PM. (Other rooms may be available by prior reservation according to need and availability.)

MUSIC

Music used in the wedding service will be in keeping with the sacredness and dignity of the ceremony and must be discussed with the minister as part of the premarital counseling. The Church Organist must be consulted regarding the use of the organ and piano. If an organist is to be hired, the Church Organist has first right of refusal for playing the organ and/or piano for the wedding. If other musicians are desired for the playing of the organ or the piano, the Church Organist must approve the use of the instruments by that/those person(s). Arrangements for any musicians (organist, pianist, vocalists, other instrumentalists) utilized for the wedding ceremony are the responsibility of the wedding party and are contracted separately from the contract with First Presbyterian Church.

DECORATIONS

The decorations should be consistent with a place of worship and should enhance the consciousness of the reality of God's presence and reflect the integrity and simplicity of Christian life. Moving any of the pulpit furniture will be subject to approval by the minister. Care must be taken to prevent damage to the finished wood floor of the platform. Seasonal decorations at Christmas and Easter may not be removed.

All decorations must be completed at least one hour before the ceremony. Decorations must not damage floors, rugs, or furniture. No screws, nails, tacks or glue may be used to secure decorations. Candles must be dripless or placed in metal containers with glass chimneys. The pulpit candelabra may be used, if desired. If an aisle runner is desired, it should be furnished by the florist. The florist or a designated member of the wedding party is responsible for clearing all decorations from the church immediately after the ceremony and reception.

PHOTOGRAPHY/VIDEOGRAPHY

The bridal party must arrange independently for photography or videography. Pictures may be made before or after the ceremony and during the processional and recessional. No pictures are permitted during the ceremony. It is the responsibility of the bridal party to instruct the photographer in this regard. It is also the responsibility of the ushers to inform any guests who may have cameras. Videotaping of the ceremony, without additional lighting, is permitted from the rear of the sanctuary. This is to be done only with the approval of the minister performing the ceremony. All photography/filming must be done without any distracting noise.

It is necessary for the church custodian or church wedding representative to be present at all times during the use of the building — decorating, rehearsal, wedding and reception. Custodial service is a flat rate of \$50.00 covering up to four hours of custodial services. Additional custodial charges may be deducted

from the deposit, The church wedding representative role will be filled by one or more members of the congregation. The custodian or church representative will be available to open and close the building and assist in matters such as lighting and the audio system. The custodian will need to be present one hour before the ceremony and at least one hour after the wedding and reception are over.

If the fellowship hall and kitchen are utilized, it is the responsibility of the wedding party or the caterer to wash and store any dishes and equipment used. It is their responsibility to clear and clean tables and counters and to place all trash in trash cans in the kitchen or the dumpster outside. It is the responsibility of the custodian to clean the floors and reset chairs, tables and partitions.

No rice, confetti, or bird seed may be thrown in the building. Bird seed may be thrown outside the building.

No smoking or consumption of alcohol are permitted in the church.

PAYMENT OF FEES

A reservation form must be signed by the bride and groom agreeing to comply with the policies of the church.

The reservation will be entered on the church calendar after initial discussion with the minister, signing of the reservation form and payment of fees.

CHURCH FACILITY RESERVATIONS ARE REQUESTED FOR

(event)

(date of event)

FEE SCHEDULE:

Use of sanctuary by non-member	\$1,000.00	
Use of fellowship hall and kitchen by non-member	\$500.00	
—Fellowship only	\$300.00	
Damage deposit by non-member (refundable)	\$200.00	
Church wedding representative for non-members *going over time agreed for wedding party and the representative results in additional \$25 per hour*	\$100.00	
Custodial fee for non-member *additional \$25 per hour if more than four hours of cleaning is required*	\$100.00	
Use of multi-media capability including operator up to two hours	\$300.00	
Fees for organist and soloist are arranged independently.		
Minister's fee for non-members should be discussed with the minister.		
TOTAL	Paid	Owed

I, the rental party, understand and will function within the printed and attached guidelines. I also understand that reservations for facility use are not complete without payment of fees; that I will be billed for additional custodial services or administrative fee at up to \$50.00 per hour if cleaning time exceeds four hours or the representative is present for more than the agreed upon time allotment; and that any damages will be assessed and deducted from my deposit.

Name(s)

Address

City

State

Phone

Email

Name of Clergy

Phone

Signature(s)

Date