



**BROWN  
MEMORIAL  
PARK AVENUE**  
Presbyterian Church (U.S.A.)

# Wedding Request

Bride/groom name:

Address:

Phone:

Email:

Member     Non-member

Brown Memorial members and friends are regular worship attendees and actively participate in the life and ministry of the church.

Bride/groom name:

Address:

Phone:

Email:

Member     Non-member

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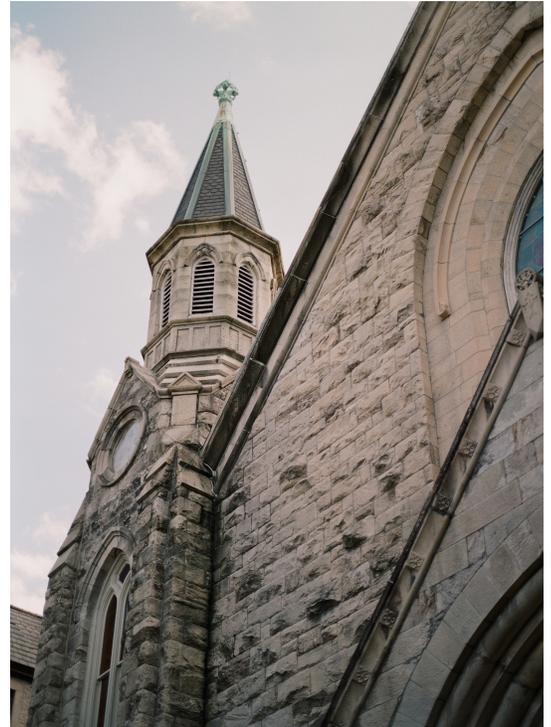
Wedding date requested:

Start time (includes set up):

End time (includes clean up):

Approximate number of guests:

Special requests:



## Requested Elements with Member Fees

### Select Each that Apply

Sanctuary (\$0). Pew candelabras (\$50, assumes that the couple will provide 12, 8” tapers in the color of their choice). Damages deposit (\$500, refunded if no damages within two weeks after event)

Pastor (\$250):

- Works with the couple to plan their ceremony
- Provides counseling sessions
- Answers questions
- Leads the rehearsal
- Officiates the wedding

Organist (\$225):

- Works with the couple to plan the repertoire for the wedding
- Present for wedding rehearsal and wedding day
- Additional fees may be applied if extra rehearsals are requested
- Minister of music has first right of refusal to play at the wedding

Church representative (\$200 ceremony):

- Answers any questions from the bride or groom before the wedding
- Opens and closes sanctuary for both rehearsal and wedding
- Present on both rehearsal and wedding day to keep things running smoothly
- Coordinates time with the florist and photographer
- Ensures the heat/air is functioning
- Ensures wedding starts on time
- Stages the sanctuary
- Creates, prints, and hangs reserved parking signs around perimeter of church

Custodian (\$100 ceremony)

Assembly Room and Kitchen for reception (\$100/hour)

Church representative for reception (\$200 for 4 hours)

- Covers set up two hours before the event, the length of the event, and clean up; \$25/hour for any additional hours

Custodian for reception (\$25/hour)

## **Requested Elements with Non-Member Fees**

### Select Each that Apply

Sanctuary (\$1,800). Pew candelabras (\$50, assumes that the couple will provide 12, 8” tapers in the color of their choice) Damages deposit (\$500, refunded if no damages within two weeks after event).

Pastor (\$500):

- Works with the couple to plan their ceremony
- Provides counseling sessions
- Answers questions
- Leads the rehearsal
- Officiates the wedding

Organist (\$400):

- Works with the couple to plan the repertoire for the wedding
- Present for wedding rehearsal and wedding day
- Additional fees may be applied if extra rehearsals are requested
- Minister of music has first right of refusal to play at the wedding

Church representative (\$400 ceremony):

- Answers any questions from the bride or groom before the wedding
- Opens and closes sanctuary for both rehearsal and wedding
- Present on both rehearsal and wedding day to keep things running smoothly
- Coordinates time with the florist and photographer
- Ensures the heat/air is functioning
- Ensures wedding starts on time
- Stages the sanctuary
- Creates, prints, and hangs reserved parking signs around perimeter of church

Custodian (\$100 ceremony)

Assembly Room and Kitchen for reception (\$200/hour)

Church representative for reception (\$200 for 4 hours)

🔗 Covers set up two hours before the event, the length of the event, and clean up; \$25/hour for any additional hours

Custodian for reception (\$25/hour)

## **Policies and Procedures**

The \$500 damages deposit must be received before the sanctuary can be reserved. The facilities are not reserved until you receive a confirmation. The remainder of all wedding fees are due in the church office one week prior to the wedding service. Checks should be made out to Brown Memorial Park Avenue Presbyterian Church. Separate checks (or cash) can be made out to the pastor, organist, or church representative directly. If the wedding is cancelled prior to 90 days of the wedding date, 50 percent of the deposit will be returned. Cancellations after 90 days will yield no refund.

If the wedding party is late, additional fees will be incurred. If the wedding processional has not begun 10 minutes after its scheduled starting time, a fee of \$50 will be deducted from the damages deposit. Each additional 10 minutes will incur an additional \$50 fee.

We have read over and discussed the Brown Memorial Park Avenue wedding handbook and agree to comply with all policies and procedures contained therein. We understand that we must coordinate preparatory details with the church representative. We acknowledge that we are financially responsible for any damages to the facilities or equipment used during our event.

Bride/groom signature:

Bride/groom signature:

Date:

## To Be Completed by Church Office

Church Representative:

Custodian:

Organist:

Minister:

Building Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Remainder Paid: \_\_\_\_\_

