

**First Presbyterian Church**  
114 SW Eighth Street, Corvallis, Oregon 97333  
Telephone: (541) 753-2228 FAX: (541) 754-5324

Wedding Date: _____
Deposit Pd: _____

## Wedding Request

Updated: 05/2013

Wedding Date \_\_\_\_\_ Wedding Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Eve. Phone \_\_\_\_\_

Groom's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Eve. Phone \_\_\_\_\_

Reception Location \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Estimated Number of Guests \_\_\_\_\_

Local Contact \_\_\_\_\_ Day Telephone \_\_\_\_\_

Address \_\_\_\_\_ Eve. Phone \_\_\_\_\_

Minister's Name \_\_\_\_\_ Day Telephone \_\_\_\_\_

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Wedding (*incl. set-up and pictures*) from \_\_\_\_\_ to \_\_\_\_\_ (4 hours)

Reception from \_\_\_\_\_ to \_\_\_\_\_ (2 hours)

Rehearsal Date \_\_\_\_\_ Rehearsal Time from \_\_\_\_\_ to \_\_\_\_\_ (2 hours)

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### Office Use Only:

Date of Inquiry \_\_\_\_\_

Church wedding handbook distributed \_\_\_\_\_

Wedding request form received \_\_\_\_\_

Date approved \_\_\_\_\_

Minister approved \_\_\_\_\_

Music approved \_\_\_\_\_

Deposit/Contract Forms Received \_\_\_\_\_

Interview date \_\_\_\_\_

Marriage License and Certificate typed \_\_\_\_\_

Coordinator/s: \_\_\_\_\_

Custodian: \_\_\_\_\_

### **Notes:**

Comments and notes following wedding:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# Wedding Approval and Scheduling Process

## Wedding Reservations

- a. The bride and groom make a preliminary wedding reservation through the church office 1) by checking with the church office to see if their wedding date is available, then 2) by filling out a Wedding Request form.
- b. The wedding coordinator/s will then contact the Minister for their availability and approval. (Bride & groom are free to request either our senior pastor or an associate pastor, if one is available, or a minister of their choosing as long as that minister is approved by our Senior Pastor.)
- c. When the approval process is completed, a wedding coordinator will then confirm the wedding date with the bride and groom.
- d. Once approved, your reservation will be held for 30 days until the signed wedding policy agreement and a \$100 deposit are received. This will confirm your wedding date.
- e. An interview with the wedding coordinator/s is then set in order to go over ceremony plans and to tour the building.
- f. When a reception is held at the church, the bride and groom will need to contact the Presbyterian Women's Reception Committee. Another \$100 deposit is required to hold this room as well. \*Deposits are non-refundable and are deducted from your total fees.

## Agreement to Follow Church Wedding Policies

**We have read the complete wedding booklet and the attached guidelines and marriage preparation expectations and we agree to follow these and all wedding policies of the First Presbyterian Church. We want to emphasize that these policies include:**

1. Weddings are not scheduled officially until a signed reservation and a signed contract both are on file in the church office and the deposit fee is paid in advance. All other fees are to be paid in full at least two weeks before the wedding.
2. The church has a very strong commitment to excellence and dignity in all music. Church policy requires that the church music department and senior minister make final determinations on all music and outside musicians.
3. All matters outlined in the wedding booklet having to do with photography, video and audio equipment and the total prohibition of smoking and the use of alcoholic beverages on the church premises need to be understood, interpreted to all participants, and followed.

**WE UNDERSTAND AND ACCEPT ALL POLICIES OF THE FIRST PRESBYTERIAN CHURCH.**

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Church Representative \_\_\_\_\_

Date Received \_\_\_\_\_

## CONTRACT AND WEDDING FEES

Wedding Date: \_\_\_\_\_

Names: \_\_\_\_\_

Deposit Pd: \_\_\_\_\_

- \* All fees (except deposit) are to be paid in the church office at least **TWO WEEKS** before the wedding day.
- \*\* Deposit is due once approval is given to hold date.

NOTE: These forms can be found on the church's website: [www.1stpres.org](http://www.1stpres.org)  
 Questions: [church@1stpres.org](mailto:church@1stpres.org)

### FEE SCHEDULE

	(Non Member)	(Member)	Total
Minister (includes counseling) .....	\$250	\$ 0	_____
Wedding Coordinators (2).....	\$300	\$300	_____
Wedding Coordinator (1)..... (with under 50 guests and only 2 attendants) .....	\$150	\$150	_____
Custodian (sound).....	\$100	\$100	_____
Church Sanctuary/ Dressing Room Rental:..... Church capacity: Sanctuary & Balcony 460	\$300	\$ 0	_____
<i>Additional fees will be charged for rental of additional church space</i>			
Child Care:			
Attendants (2) \$10/hr each .....	\$40	\$ 40	_____

**TOTAL WEDDING FEES:**

Deposit Payment Date: _____	Deposit Pd: _____
(Nonrefundable Reservation Deposit of \$100)	
Balance Due by: Date: _____	Balance Due: _____
Balance Payment Date: _____	Balance Paid: _____

**Office Use Only**

Building Use: \$250  
Amount paid \_\_\_\_\_

Wedding Fund (balance)  
Amount paid \_\_\_\_\_

### RECEPTION ROOM USE AND PERSONNEL FEES

## Wedding Reception Fees

### Room Rental Fees:

	(Non Member)	(Member)	Total
Reception room rental fees – 5 hours including decorating and clean up Dennis Hall	\$600	\$ 0	_____

(Capacity: 400 / Banquet seating 200)

### **Reception Personnel Fees**

Custodial .....\$50.....\$50 \_\_\_\_\_

Nursery Attendant (2 @ \$20/hr for 2hrs.) ..... \$40.....\$ 40 \_\_\_\_\_  
(Sitters also optional)

Total Reception Room and Personnel Fee \_\_\_\_\_

\$100 deposit due to hold room  
Balance due 2 weeks prior to event

### Reception Service Fees:

Wedding receptions in Dennis Hall are under the care of the Presbyterian Women (PW). See reception service fees to be paid in addition to room rental fees.

\*Payment for reception room use and reception personnel fees should be made out to 'First Presbyterian Church'. Presbyterian Women Reception fees are paid directly to PW and are not part of this contract