

Wedding Application Packet for Non-Members



First Christian Church
701 SW D Avenue
Lawton OK 73501
580-355-2437/Fax: 355-3354
Office@fcclawton.org

WEDDING REQUEST

]Date of Request _____

Person Making Request: _____

If you don't mind, what brought you to request First Christian Church?

Partner A Name:

Address: _____

Partner B. Name:

Address: _____

Address after wedding (if different than above):

Contact Information:

Contact 1.

Home _____ Work _____ Cell _____

Email: _____

Contact 2.

Home _____ Work _____ Cell _____

Email: _____

Day & Date of Rehearsal _____

Time of Rehearsal _____

Will there be a Rehearsal Dinner at the church? _____

Day & Date of Wedding _____

Time of Wedding: _____

Probable Time of Arrival _____

Will there be a Reception at the Church? _____

Regarding your wedding officiant, please complete the following:

Name _____

Name of Church Serving (if applicable): _____

Address _____ Phone _____

If you have a guest musician, will you need to use the:

Organ? ___ Keyboard/Piano? ___

Musician's Name: _____ (Must be approved by FCC Dir. of Worship)

WEDDING USAGE FEES

A **\$100 deposit** is required when returning the paperwork in order to block the date on the calendar.

If reservation is cancelled **90 to 60 days PRIOR** to booked date, half (\$50) of \$100 deposit will be refunded.

If reservation is cancelled **less than 60 days of the date booked** there will be **NO REFUND**.

Building Use and Hours:

Wedding (4 hours) (includes initial \$100 deposit)	\$400
Rehearsal Dinner (2 hours)	\$100
Reception (2 hours)	\$100

NOTE:

Wedding Coordinator/Custodial Fees

Wedding/Rehearsal/Sound Booth	\$200
Rehearsal Dinner	\$150
Reception	\$150

NOTE: After 2 hours, an additional \$50.00 per hour will be charged

NOTE: Wedding Coordinator will set up tables (paper covered) and chairs.

Set up sound - CD Player

Put away the tables and set the hall back to original settings after the event.

Everything else is the responsibility of the wedding party.

Church Musician

Negotiated with musician

Please make checks payable to the musician

All other fees are due 2 weeks prior to rehearsal date.

Failure to comply will result in cancellation of wedding. Initial_____

Date: _____

Breakout of Wedding Fees

Initial Deposit to secure date (\$100) _____

Key/ card/Facilities Deposit (\$100) _____
(refunded when keys are returned and no damage Reported)

Building Use
Wedding (4 hours - \$400) _____
(\$300 + \$100 initial deposit)
Rehearsal Dinner (2 hrs - \$100) _____
Reception (2 hours - \$100) _____

(Including anticipated additional usage fees)

NOTE: If additional usage does not take place, an appropriate refund will be given.

Wedding Coordinator/Custodian Fees
Wedding/Rehearsal (\$200) _____
Rehearsal Dinner (\$150) _____
Reception (\$150) _____

(Paper/Vinyl Table Covers, Coffee Urn, Cut Glass Punch Bowl are available upon request.
There will be a charge of \$20.00 per box of candles needed for each candelabra, as the church candles must be used)

Candles (number of boxes ____ X \$20.00) _____

TOTAL _____

Deposit (*To be paid at the time of application*) _____

BALANCE DUE _____
(*To be paid 2 weeks prior to the rehearsal date*)

Signature of responsible party: _____ Phone: _____

Approved by: _____
Wedding Coordinator Pastor

Reception Information

Estimated number in party _____

Starting Time _____

In the space provided below, please sketch the table set-up for the dinner. You may go downstairs and look around while doing this by making arrangements with the wedding coordinator.

Guests expected: _____ **Starting Time** _____

Who will cater? _____

Phone _____

Paper/Vinyl Table Covers White (Free). Coffee Maker: (free) please bring your own coffee. Cut Glass Punch Bowl (Free)

Candelabras 4 of each color available:

Color: _____ Quantity _____ (\$20.00 per box of candles)

Total for Candles \$ _____



Wedding Information

Wedding Date: _____ Time: _____

Wedding Coordinator's Name _____

Phone _____

Minister (s) _____

Partner A: Name _____

Address: _____

Father (if applicable) _____

Mother (if applicable) _____

Grandparents (if applicable) _____

Partner B: Name _____

Address: _____

Father (if applicable) _____

Mother (if applicable) _____

Grandparents (if applicable) _____

Attendants:

Persons of Honor _____

Additional attendants:

Flowers _____

Ring Bearer/s _____

Candle Lighters _____

Ushers _____

Musician

Unity Candle _____

Chimes _____

Special Music:

Taped Music:

Photographer /s/ _____

Other Considerations to consider:

Specialized lighting (wedding parties responsibility)

Music for reception?

Decorations for Reception?

Will you be using a video of any sort during the ceremony?

Guidelines

General

The facilities of First Christian Church are available to all members of First Christian and to non-members at the discretion of the Pastor.

Weddings may be held from 2 pm Sunday through 8 pm the following Saturday. If a reception is held, the wedding must start no later than 6 pm. **NOTE: Weddings may not be scheduled on the Saturday preceding Holy Week through Easter Sunday. This rule cannot be waived because of the scheduling demands of the season. Weddings held during the Advent Season (Thanksgiving weekend through Epiphany) will incorporate Christmas decorations as they will not be removed.**

Smoking is NOT ALLOWED in any building or within 20' of any door.

Champagne / Sparkling Wine in limited quantities for toasting are the only alcoholic beverages are allowed anywhere on First Christian property.

NO Food or Drink is allowed in the Sanctuary.

First Christian is not responsible for any lost, stolen, or damaged articles or equipment left before, during or after a wedding. **Surveillance video is available for 3 days from the date of the wedding. If you need to see a video please let us know within that period of time or the video will no longer be available.**

All persons involved in preparations for and/or cleaning up after weddings are expected to exercise proper care of the facilities and equipment. Any damage or breakage due to carelessness will be the responsibility of the individual and/or firm involved.

Children must be monitored if present during rehearsal and wedding. They are NOT to be in the balcony or running loose in the church.

You are to provide your own wedding officiant.

Sanctuary

The seating capacity is approximately 300 people (includes balcony.)

No symbols are to removed or covered in any manner. Nothing is to be removed from the pew racks.

No person except the sound technician shall make any adjustments to the sound equipment.

No tacks, nails or similar harmful items are to be used in attaching flowers, ribbons, or other items to pews, other furniture, or walls.

Flowers (real) are to be delivered ONLY on the day of the wedding.

Carpet and furnishings are to be protected from candle drippings. **ONLY DRIPLESS CANDLES** are to be used in the Sanctuary. Only driplless candles are to be carried in the Sanctuary. All candle lighting must be done with a brass candle-lighter. (church provides)

An aisle runner must be used if real flower petals are to be scattered.

Please use silk flower petals.

ONLY BIRDSEED AND BUBBLES ARE ALLOWED OUTSIDE THE BUILDING AND MUST BE LIMITED TO THE PARKING LOT ONLY. ABSOLUTELY NO RICE OR CONFETTI IS ALLOWED ANYWHERE INSIDE OR ON THE CHURCH PROPERTY.

Please for you and your guests safety do not use dry ice foggers during the reception or wedding due to the potential for Carbon Dioxide Gas Poisoning formed during use.

Financial Transactions for Church Secretary

Name _____

Wedding Date _____ Rehearsal Date _____

Deposit Amt. _____ Date Paid _____

How Paid? _____ Check _____ Money Order _____ Cash

Paid by Whom _____

Comments: _____

.....

Balance

Amount Due _____ Date Due _____

How Paid? _____ Check _____ Money Order _____ Cash

Paid by Whom _____

Comments: _____

.....

Building Conditions after event per Facility manager:

Key/card deposit returned? _____ Yes _____ No