

**BRIDGEWATER CHURCH OF THE BRETHREN**

420 College View Drive, Bridgewater, VA 22812  
540-828-3711 \* churchoffice@bwcob.org

**WEDDING APPLICATION for MEMBERS**

*Please complete and return this form to the Administrative Assistant in the church office.*

**Date of Application** \_\_\_\_\_

**Bride** \_\_\_\_\_

**Email** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Phone** (home or cell) \_\_\_\_\_

**Groom** \_\_\_\_\_

**Email** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Phone** (home or cell) \_\_\_\_\_

**Address after Wedding** \_\_\_\_\_

**Date of Rehearsal** \_\_\_\_\_

**Time of Rehearsal** \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_

**Time of Wedding** \_\_\_\_\_

**Wedding Director** \_\_\_\_\_

**Email** \_\_\_\_\_

**Contact Phone** (home or cell) \_\_\_\_\_

**Individual responsible for clean-up** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Individual responsible for supervising children** \_\_\_\_\_

(A room will be provided for childcare.)

**Decorations / personal belongings removed by** (time estimate) \_\_\_\_\_

**Officiating Minister** \_\_\_\_\_

Persons who will not be using one of the resident pastors for their wedding ceremony are asked to have the officiating minister contact Senior Pastor Jeff Carr (jcarr@bwcob.org or by calling the church, ext. 103) prior to the ceremony.

**Affiliation / Relationship** \_\_\_\_\_

**Contact information** (cell / email)

\_\_\_\_\_

**Wedding Liaison** \_\_\_\_\_

*~ Please see reverse side ~*

## **Fees**

### **Deposit**

A refundable deposit of \$200 is required for members & non-members and is due when application form is submitted for approval. The deposit is not able to be credited to other fees. The full deposit will be returned following the wedding ceremony, provided no additional fees need to be subtracted, in which case the remaining amount will be returned along with reason for additional fees charged.

### **Use of Facility**

This amount includes use of one room for the bride and one other room for the groom.

There is no fee for members of our congregation for using the facility for a rehearsal and wedding ceremony & / or reception. Fees are charged for all required personnel (custodian, sound / video technician, church liaison, kitchen coordinator).

- Minimum fee
  - rehearsal and wedding ceremony – \$185
  - rehearsal, wedding & reception – \$385

Additional fees may include:

- \$50 rehearsal dinner
- \$20/hour over three hours (first three hours included in use fee) for sound/video technician
- \$25/row for chancel &/or sanctuary chairs to be moved out & in (maximum total of \$125)
- \$1/candle for use of mechanical candles in all candelabras (maximum total of \$49)

All fees are due in full one month prior to wedding ceremony. If wedding is cancelled within 30 days of the actual date, deposit will be forfeited.

### **Agreement**

I have read the attached regulations from the Wedding Resource Guide regarding use of the building and will abide by them and any other specific requests made for using the facilities.

I specifically note the following conditions for use:

- Children must be supervised by an adult at all times. Injuries to children and damages to property are of great concern. Failure to supervise children may result in forfeiture of deposit.
- Children playing outdoors should use the playground area with adult supervision at all times. Please avoid using the playground equipment when the day care program is using it. The church gardens, parking lot, and other landscaping are not for playground purposes. I will make my guests aware of these requirements.
- The sanctuary is a special space for worship and is not to be used as play space at any time. In particular, equipment such as sound booth, organ, and piano are to be handled only by authorized persons.

I understand that it is my responsibility to ensure proper clean-up following use of the church facility [i.e. room(s) are straightened and cleaned to the condition in which they were found, including tables & chairs, etc. in social hall]. I also understand and agree that any equipment used will be left in the condition it was received; if damaged, I will be responsible for replacing or repairing them. Should proper clean-up not happen for any reason, fees will be deducted from deposit for caring for this task.

I understand that I am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facilities, forever release the church and agree to defend, indemnify, and hold the church harmless from any claims or damages for any medical expenses and other damages, to the fullest extent permitted by law.

Signed \_\_\_\_\_

Application approved by \_\_\_\_\_ Date \_\_\_\_\_

Total charge for use of facilities \$ \_\_\_\_\_ as of \_\_\_\_\_

To maintain reservation, full amount is due by \_\_\_\_\_