



Grace Fellowship International Church

123 W. Tenth St. Erie, PA 16501-1409
(814) 459-4722

Wedding/Reception Agreement

Use of Large Sanctuary

There will be a total charge of \$250 which should be sent with the contract. The fee includes a \$50 refundable security deposit if the sanctuary is properly cleaned. Discount available for Active Members (\$100 rental and \$50 deposit).

Use of Fellowship Hall and Kitchen

There will be a total initial charge of \$150 which should be sent with the contract. The fee includes a \$50 refundable security deposit if the sanctuary is properly cleaned and furniture returned to its original location. Discount available for Active Members (\$50 rental and \$50 deposit).

Use of Small Sanctuary

There will be a total initial charge of \$75 which should be sent with the contract. The fee includes a \$25 refundable security deposit if the sanctuary is properly cleaned and furniture returned to its original location.

Other options

Minister

There is a \$35 fee for each of the six (6) pre-marital counseling sessions. Fee due at time of each session. Active Members will not be charged for counseling. A minimum honorarium of \$50 for performance of the wedding ceremony due immediately following the completion of the service.

Sound Equipment

Use of our sound equipment requires that our sound technician be present. The expected fee is \$50.00. Live music should be

Wedding/Reception Contract

We, individually and jointly, agree to contract with Grace Fellowship International Church for the following arrangements and will make all necessary payment of fees as delineated in the Building Use Agreement.

Bride's Name: _____ Phone: _____

Address: _____

Groom's Name: _____ Phone: _____

Address: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Minister(s) To Perform Ceremony: _____

Please check all the rooms and options that you are contracting for.

- | | |
|---|----------|
| ___ Large Sanctuary (\$200 rental and \$50 deposit) | \$250.00 |
| ACTIVE MEMBER ___ | \$150.00 |
| ___ Fellowship Hall (\$100 rental and \$50 deposit) | \$150.00 |
| • Kitchen required ___ | |
| ACTIVE MEMBER ___ | \$100.00 |
| ___ Small Sanctuary (\$50 rental and \$25 deposit) | \$ 75.00 |
| ___ Sound Equipment and Technician | \$ 50.00 |
| ___ Keyboard Player | \$ 50.00 |
| ___ Additional Rooms | |
| • ___ Description of Use _____ | |
| Capacity required _____ | |
| • ___ Description of Use _____ | |
| Capacity required _____ | |
| ___ Custodian to clean (deposit retained) | |

Total Fee \$ _____

Now, therefore, intending to be legally bound, we hereunto set our hand, this _____ day of _____, in the year _____.

Bride's Signature

Groom's Signature

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General Rules of Building Use

1. No use of tobacco, alcoholic beverages, or illegal drugs on church premises.
2. No relocation of furniture without the consent of the church administration.
3. Food and Beverages in fellowship, kitchen, or other designated area only.
4. Any damage to church property will be the responsibility of those persons requesting the use of church property.
5. All tables and chairs must be set up by the party and be returned to their original positions immediately following the function.
6. No church property shall be removed from the church without the prior written permission of the church administration.
7. The thermostat and register settings are not to be changed by anyone except those persons authorized by the church administration.
8. Please turn off the lights not in use. In lighting panels. Please turn off only those lights you turned on.
9. No one is to use the church sound and musical equipment without prior written permission.

confirmed before the rehearsal. Some recorded wedding music is available or you may bring your own on Compact Disc.

Keyboard Player

Our musicians may be available to play keyboard. Arrangements must be made directly with musician well in advance. The regular fee is \$50.00

Additional Rooms

Rooms are available for meetings, hospitality, dressing rooms, etc. Please reserve rooms with a description of use and people capacity necessary. A \$25 cleaning fee will be billed for each room that is not properly cleaned.

Custodian

Your initial fee included cleaning service and will be refunded if areas are properly cleaned. Please indicate on the contract if you would like our custodians to clean.

Please complete the Wedding/Reception Contract. Make a copy for your records. Then send original signed contract along with payment to:

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