

Wedding Contract - Franklin Presbyterian Church

201 N. College Street

Franklin, KY 42134

Contact Debbie Wyatt, Event Coordinator, for more information - 270 586-3410

Lessee Name:	Lessee Telephone:
Lessee E-mail:	Lessee Address:
Bride's Name:	Groom's Name:
Address:	Address:
Telephone:	Telephone:
E-mail Address:	E-mail Address:
Church Membership:	Church Membership:
Wedding Date:	Time of Ceremony:
Rehearsal Date:	Time of Rehearsal:
Unlock/lock times for Rehearsal:	Approximate Number of Guests:
Unlock/lock times for Wedding:	

Additional Information

Name of Minister:	Telephone:
Name of Organist:	Telephone:
Name of Wedding Coordinator:	Telephone:
Name of Florist:	Time of Arrival:
Name of Caterer:	Time of Arrival:
Name of Photographer:	Time of Arrival:
Number in Bridal Party:	Number in Groom's Party:

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Logistics in Church.

Some items in the Sanctuary can be moved/changed to accommodate your wedding. Please check any items you would like to be done.

_____ **The Table:** move to right side for holding Unity Candle

_____ **Change paraments to white**

_____ **Move Baptismal Font**

_____ **Clear table in Vestibule for flowers**

_____ **Other** _____

Cornerstone Guidelines

The facilities of the Franklin Presbyterian Church are primarily for use by our congregation to accomplish the Mission of the Church. However, in the interest of stewardship, organizations in the community who sponsor appropriate activities are encouraged to present a request for rental. This includes weddings from non-members

The Session of the Franklin Presbyterian Church has adopted the following policies and procedures for rental facilities.

1. Users are expected to leave the facility in the same condition as it was before their use. Lessees will be given Clean Up Guidelines that they are expected to follow. Failure to do so will result in forfeiting your deposit.
2. No items may be stuck or taped to the walls. Post-its or blue painter's tape may be used on windows and doors.
3. The lessee, upon their signature to the request, agrees to reimburse the church for any damage, loss, or special cleaning needed after the use of their facility.
4. The Cornerstone (fellowship hall) has 16 round tables and chairs to seat 128 and is included in the rental fee. Also available are six 8 foot and four 6 foot tables for additional seating. Dishes and tablecloths are available for a nominal fee. Additional tables and chairs may be brought in by the lessee if needed. Set up is the responsibility of Lessee.

Cornerstone Guidelines, continued

5. While it is permissible to serve alcohol, the Alcoholic Beverage Guidelines must be strictly followed. Non members must pay for a Security Guard for any event where alcohol is being served. Only session has the right to waive this policy. Lessee will be given a list of approved Security Guards from which to choose. It is their responsibility to hire and pay for them.
6. No event will be confirmed until the deposit has been received. 75% of the deposit for a wedding will be refunded if all clean up procedures are followed.
7. Wedding Fees include 10 hours of use and an additional \$50 per hour will be added for more hours.
8. Non-members renting the sanctuary will need to submit the name and phone number of the minister who will be officiating.
9. The following items are available for rent:
 - a. Rectangle and 70” or 120” round tablecloths (\$8 each)
 - b. Gold Chargers (\$20 per 100)
 - c. Sound System in Cornerstone (\$50 refundable deposit)
 - d. Place settings (dinner and dessert plate, bowl, silverware, glasses - \$2 per place setting)

I have read the guidelines for the use of Franklin Presbyterian Church facilities and assure the Church that we will faithfully adhere to these rules and regulations. I agree to be responsible for this event and will see that everything is left clean and in its place. I also agree to be financially responsible for any cleaning or damages that exceed our base cost. I will not hold Franklin Presbyterian Church, and FPC volunteers or paid staff responsible for any personal injury, theft or property damage that may occur during this event.

I understand that my deposit must be paid to the Church Administrator or Event Coordinator to secure your event date. The remaining costs are to be paid to the church secretary one month prior to the event. Non-refundable deposit fees are forfeited in the event of cancellation.

Signed: _____ **Date** _____

Approved: _____ **Date** _____

Wedding Fees for Franklin Presbyterian Church

FEES	Amount	Paid
Initial Deposit – due before date can be confirmed.	\$300	
Amount of Deposit to be Refunded if all Guidelines Followed	\$175	
Sanctuary Fee	\$250 (waived if member of FPC)	
Cornerstone Rental Fee	\$600 (\$450 for members)	
Tablecloth Rental Fee - ____ 70" round ____ 120" round ____ rectangle	\$8 each (\$5 for members)	
Chargers Rental Fee	\$20 per 100	
Place Setting Rental Includes dinner and dessert plate, bowl, mug, glass, silverware.	\$2 per place setting.	
Sound System Deposit Fee	\$50 – refunded if left in good order.	
10 hours is included for all weddings.	\$50 per hour over the allotted 10 hours.	
Total fees : Balance due 1 month prior to wedding	Depends on what is being rented.	

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Wedding Guidelines

Steps to follow to schedule your wedding:

- Schedule a meeting with the event Coordinator. She will check the date for availability and discuss fees.
- If you are not a member of FPC, your wedding will need to be approved by Session.
- If you are not a member of FPC and you are using another minister, that name must be submitted for approval by our minister. Protocol requires that the pastor invites other clergy to participate.
- If you are a member of FPC, premarital Counseling is required and will be set up by our minister.
- It is the lessee's responsibility to make sure the minister is available for the requested date.
- Once you are contacted for approval, your deposit must be paid before the date is officially reserved.
- Our church organist prefers not to play for weddings, so you must secure your own organist. That organist must consult with our organist prior to the wedding.

Event Coordinator

- An event coordinator will be assigned to each wedding to assist the pastor and couple at the rehearsal and wedding ceremony.
- The event coordinator's responsibility is to ensure that the details agreed upon between the church and the lessee are carried out.
- The event coordinator will make contact one month prior to the wedding date to firm up any details.
- If a Wedding Coordinator has been hired, the Event Coordinator will need to talk with them as soon as possible.
- The event coordinator will attend the rehearsal and be present prior to the wedding to make sure the ceremony details are complete. These include:
 - Microphones are in working order and heat/air is functioning
 - Review guidelines and positions with photographer and videographer
 - Any furniture has been moved for the ceremony if needed.

Dressing Rooms

- The Church Parlor behind the sanctuary is available as a dressing room for women in the bridal party. There are two bathrooms and a large mirror for your use.
- The Church Nursery is available as a dressing room for men in the wedding party.

- It is suggested that you bring minimal amount of personal belongings to be left in the dressing rooms to avoid loss.
- All personal items from the dressing rooms must be removed at the conclusion of the wedding.

Courtesies

- Smoking is prohibited inside all areas of the church and Cornerstone. Smokers outside should not litter with the cigarette butts but use the designated pots.
- No birdseed, rice, or confetti may be thrown outside. Bubbles are recommended if desired.

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ALCOHOLIC BEVERAGE GUIDELINES

The following guidelines must be followed if alcoholic beverages are to be served at any event:

- Wine, champagne, cocktails, and beer can be served in the facility and it must be provided by the lessee or hired caterer. NO GUESTS may bring their own alcohol.
- No alcoholic beverages may be sold in the Facility except by a caterer that has a liquor license.
- All alcoholic beverages must be consumed **inside** the facility.
- Alcoholic beverage service is restricted to no longer than five hours for each event and food must be available during this time.
- No alcoholic beverage can be served to a minor or to any person apparently under the influence of alcohol.
- Non-members must hire a Security Guard if alcohol is being served. It is recommended for members, but not required. A list of approved security guards will be given to lessee from which to hire. A form signed by Security Guard must be turned in along with final payment. (Form provided by FPC)

Lessee shall comply with the requirements of KRS 244.080. Franklin Presbyterian Church reserves the right to cancel the lease immediately upon breach of these terms.

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Wedding Guidelines for the Florist

To the Bride and Groom: Please give these guidelines to your florist. please ask them to review this information as they prepare for you wedding.

- No flowers can be placed on the piano or organ.
- If flowers are desired for the railing in front of the choir loft, holders are available that can be used on which to place the arrangements.
- An acrylic pedestal and a wooded pedestal are available for use for the flowers. Any other stand must be provided by the florist of lessee.
- Pew bows or other florals at the end of the pews may be used. Ribbons, elastic, or clips may be used to attach these. No tape or other adhesive is allowed.
- If a flower girl will be a part of the processional, silk or paper flower petals should be used.
- Flowers and decorations that are placed by the church at Thanksgiving, Christmas, or Easter will remain in their place and may not be removed for a wedding.
- The church is not responsible for flowers and decorations left at church after the ceremony. Please make arrangements to remove flowers and flowers and decorations after the ceremony. You may indicate on this form if you choose to donate any flowers to the church for use the next Sunday.

I have read the guidelines for Floral Arrangements for Weddings at Franklin Presbyterian Church and agree to follow them.

Florist _____ Date _____

Lessee _____ Date _____

Other comments:

*** Lessee Copy ***

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Photographer and Videographer Guidelines

To the Bride and Groom: Please give these guidelines to your photographer and/or videographer. Please ask them to review this information as they prepare for your wedding.

We welcome photographers and videographers to our church to help capture the special memories of this occasion. Please remember that the wedding ceremony is a worship service and ask that you follow the following requirements:

- “Entry” and “Exit” shots are allowed with a flash.
- No flash photographs may be taken during the ceremony.
- There should be no moving, setting up of cameras, or other distraction during the ceremony.
- Any videographic equipment is to be set up prior to arrival of guests. Tripods should not block aisles.
- A remote-control camera may be set up at the rear of the pulpit.
- Please indicate below if photographs will be taken prior to the service and what time the photographer/ videographer will arrive.
- The church parlor will be used as the brides/ bridesmaid room and the Nursery will be used for the groom/ groomsman. Photos may be taken in these areas if desired.

I have read the guidelines for Photographers/ Videographers for Weddings at Franklin Presbyterian Church and agree to follow them.

Photographer/Videographer _____ Date _____

Lessee _____ Date _____

Will photographs be taken prior to the service? _____

Time of arrival: _____

Other comments:

*** Lessee Copy ***

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Photographer/Videographer _____ Date _____

Lessee _____ Date _____

Will photographs be taken prior to the service? _____

Time of arrival: _____

Other comments:

*** Photographer/ Videographer Copy ***

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Caterer Guidelines

To the Bride and Groom: Please give these guidelines to your caterer. Please ask them to review this information as they prepare for your wedding.

We welcome caterers to our church and ask that you follow these guidelines:

- Food may be stored in our 2 refrigerators and freezers, but it must be removed by the end of the event.
- The stoves, ovens, and microwave is available for your use.
- The ice machine is available and holds approximately 25 pounds of ice.
- Extra garbage bags are located under the sink by the microwave.
- At the end of the event, all sinks must be clean, kitchen floor swept and mopped, and the area around the serving line swept and mopped if needed.
- All equipment you have brought in needs to be removed by the end of the event.

I have read the guidelines for Caterers for Weddings at Franklin Presbyterian Church and agree to follow them.

Caterer _____ Date _____

Lessee _____ Date _____

Time of arrival: _____

Other comments:

*** Leese Copy ***

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Caterer _____ Date _____

Lessee _____ Date _____

Time of arrival: _____

Other comments:

*** Caterer's Copy ***

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Cleanup Guidelines

**The Lessee, in conjunction with the caterer, needs to follow these guidelines.
Ultimately, the Lessee is responsible.**

_____ Parking lot, parking areas, grounds next to building must be cleared of trash from your event.

_____ All floors, including bathrooms, are cleaned. All spills mopped.

_____ Tables and chairs are left clean. If tablecloths were rented from us, they must be left on the tables.

_____ All trash is in trash bags. Extra bags are under sink by microwave. These should be taken out to the trash containers with yellow lids between the two buildings.

_____ Kitchen cleaned, floor swept and mopped. The other areas must be picked up and any spills are to be mopped.

_____ All items brought in for the wedding have been removed.

Lock up time will be at _____. Call Event Coordinator (Debbie Wyatt 270 586-3410 or 270 223-8192) (Anna Smith 270 776-5001) if you finish earlier.

Comments:

Cornerstone Sound Equipment Rental

Sound and Audio-visual equipment are available when renting the Cornerstone for an event but the event Coordinator must approve use prior to the event along with a \$50.00 deposit. Prior to use of the equipment, the Event Coordinator will check all equipment being used to make sure everything is in proper working order. The same process will be conducted during the final walkthrough. Those renting equipment will be liable for any damages to equipment that may occur during the scheduled event.

Please select the items being rented for the event, below:

_____ Wireless handheld microphone

_____ Wireless microphone

_____ Projection Screen

_____ Projector

_____ Sound system

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay for all damages to the rented equipment that occur during the event.

Signature of Renter

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Franklin Presbyterian Church so as to permit the Applicant the right to the use of selected Audio Visual Equipment in the Cornerstone during the rental on

(date)

Signature of Event Coordinator

Date