



## Wedding Contract

Bethel Family Worship Center 24 S Lynhurst Drive, Indianapolis, IN 46241 317-244-5835

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Cell) \_\_\_\_\_

Have you ever been married before? Yes \_\_\_ No \_\_\_

Have you ever been married before? Yes \_\_\_ No \_\_\_

Are you a BFWC member? Yes \_\_\_ No \_\_\_

Are you a BFWC member? Yes \_\_\_ No \_\_\_

Address after marriage: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Wedding Ceremony

#### ***First Choice***

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

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Minister: \_\_\_\_\_

#### ***Second Choice***

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

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Minister: \_\_\_\_\_

### Sanctuary & Reception & Contractors

Reception at BFWC? Yes \_\_\_ No \_\_\_

If no, where? \_\_\_\_\_

Number of people expected? \_\_\_\_\_

Caterer: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

### (Office Use Only)

Deposit received: \_\_\_\_\_

Final payment received: \_\_\_\_\_

Reception room: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

# Bethel Family Worship Center

## Weddings



### WEDDING ARRANGEMENTS

It is imperative that **two weeks prior to the wedding date all details must be finalized** with the Wedding Coordinator of BFWC. Please advise the Wedding Coordinator of all changes to your ceremony and wedding attendants prior to wedding rehearsal.

### PAYMENT

I do understand that no date is officially set on the Church calendar until the online form has been submitted and the dates have been confirmed.

**Failure to do so may result in the cancellation of wedding ceremony.** \_\_\_\_\_ Initial

### IMPORTANT GUIDELINES

**I agree to follow all these rules from the BFWC Wedding Guidelines.**

*Please initial the following:*

- Absolutely no wire, tape, glue, staples, nails or tacks may be used to fasten any decorations to furniture, floor, wall, or candelabras.
- Rice, confetti, bird seed, real flower petals or any other material that might be thrown or dropped at the wedding or reception may not be used inside or outside the facilities.
- Only artificial petals may be used to throw on the floor in the Sanctuary.
- All flowers and decorations must be removed immediately; after the wedding ceremony by a designated person.
- You must bring your marriage license to the wedding rehearsal and give it to the Wedding Coordinator.
- Food and drinks are not permitted outside the reception area.
- Statements of Agreement for the Florists, Caterers, Wedding Coordinator, Photographer & Videographers must be turned in to the Wedding Coordinator two weeks prior to your wedding date.
- The expense for the wedding & reception must be paid thirty days prior to your wedding date.
- **Weddings cannot start more than (15) fifteen minutes late or you will forfeit your security deposit.**
- **I agree to pay the balance owed thirty days before the wedding date.**

# Bethel Family Worship Center

## Weddings



### **CANCELLATION**

*I also understand that failure to notify the Wedding Coordinator of any cancellation of wedding plans at least sixty days in advance will forfeit the deposit. \_\_\_\_\_ **Initial***

### **Wedding Policy and Guidelines Agreement**

I have read and understand the policies concerning weddings held at Bethel Family Worship Center. I agree to uphold them and ensure that contractors and members of the wedding party will abide by the policies. I understand it is my responsibility to inform the coordinator, florist and photographers of the guidelines that they must strictly adhere to.

*By our signature, we understand that the above is a binding contract between Bethel Family Worship Center and ourselves. We will adhere to all of the set guidelines and all contractual agreements above.*

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

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

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