



## 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 am enclosing with the return of this application, the amount of **\$200 as a refundable Security Deposit**. The security deposit can only be returned if the wedding is cancelled sixty days before the wedding date and you follow all the guidelines.

I do understand that no date is officially set on the Church calendar until this form and deposit are returned to the Wedding Coordinator of BFWC, and the dates have been confirmed. The remaining balance is due thirty days before the wedding ceremony.

**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: \_\_\_\_\_