

First Christian Church



North Kansas City

2018 Gentry Street
North Kansas City, MO 64116
Phone: 816-842-2341
office@fccnkc.org www.loveourchurch.org

Today's Date: _____

Wedding Request Agreement

Contact Information

Bride:	Groom:
Address:	Address:
City, State, Zip:	City, State, Zip:
Daytime Phone:	Daytime Phone:
Home Phone:	Home Phone:
Email:	Email:

Address after the wedding: _____

City _____ State _____ Zip _____

Phone: _____ Wk Phone: _____ Wk Phone: _____

e-mail: _____ e-mail: _____

Ceremony

Rehearsal Date: _____ Time _____

Wedding Date: _____ Time _____

Minister Needed? YES NO If no, Guest Minister: _____

Candelabras Needed? YES NO

Reception held at the church? YES NO

Approx. # of
Guests _____

If so, what room will be used?

Will the Bride be escorted? Yes No By Whom? _____

Will ALL of the Wedding Party be at the Rehearsal? Yes No

Unity Candle Lighting? Yes No

Video Taping? Yes No

Special People to be Seated

Name and Relationship	Which usher to seat them?
Mother of Groom	
Mother of Bride	

Bridal Party

Maid or Matron of Honor	Best Man
Bridesmaids	Groomsmen
Flower Girl(s)	Ring Bearer
Candlelighters	Ushers
Others participating in the service	Others participating in the service

Special Music Arrangements

Please obtain minister's approval of music selections prior to the wedding.

Vocalists: _____

Musicians (strings/organist/pianist): _____

Music Selections:

Prelude: _____

Processional: _____

Recessional: _____

Hymns: _____

Any other special elements of your wedding? If so, please describe.

Other Information and Arrangements

Florist: _____

Phone: _____

Photographer: _____

Phone: _____

Videographer: _____

Phone: _____

Family Information

Bride				Groom			
MOTHER				MOTHER			
Address				Address			
City, State, Zip				City, State, Zip			
Phone	Hm:			Phone	Hm:		
		Wk:				Wk:	
FATHER				FATHER			
Address (if different)				Address (if different)			
City, State, Zip				City, State, Zip			
Phone	Hm:			Phone	Hm:		
		Wk:				Wk:	
STEP PARENTS (if applicable)				STEP PARENTS (if applicable)			

WEDDING FEES

There are no building rental fees required of church **members** who have been active participants in the life and worship of our church for the six months preceding the reservation of the facility. A damage deposit and payment to the minister and personnel are still obligatory. Fees to personnel to be paid 30 days before event – paid to individuals.

❖ Reservation fee/Damage deposit (Refundable following event according to guidelines provided below.)	\$200
❖ Sanctuary Wedding (Seats 214) Includes two changing/prep. rooms	\$300
❖ Minister Includes 3 sessions of Pre-Marital Counseling (Separate arrangements should be made with guest minister.)	\$175
❖ Other Personnel: Organist/Pianist - \$125 Sound Technician - \$100 Custodian - \$75 (If more than 5 hours, a fee of \$15/hr will be charged.) Wedding Hostess - \$100	
❖ Disciples Hall – Seats _____	\$200
❖ Kitchen	\$100

Wedding Policies and Building Use Guidelines

1. A wedding and rehearsal date is only guaranteed upon the receipt of the Reservation Fee/Damage Deposit and the completion of the Wedding Request Agreement. The balance of wedding fees must be paid **30 days** in advance of the ceremony.
2. Reservation Fee/Damage Deposit will be returned by mail within 30 days of the ceremony and an inspection of the facility. It is the responsibility of the wedding party to leave the church in the same condition as it was prior to the wedding. The cost of any damage to the facility, equipment, or décor - if any - will be deducted from the deposit. In the event that damages exceed the amount of the deposit, the couple will be billed for the difference.
3. Reserving the church for a wedding does not guarantee the services of a minister to perform the ceremony. First Christian Church minister(s) must be consulted as to their availability. The securing of a minister to perform the ceremony is solely the responsibility of the bride and groom.
4. Guest ministers performing weddings should as a matter of courtesy submit a copy of the wedding ceremony to the senior minister of FCC no later than two weeks prior to the ceremony. A guest minister information form is required to be on file.
5. Church personnel are required to unlock and secure the building after its use, regulate building temperatures, operate the sound system and other related services as required.
6. On the wedding date, the wedding party can access the building five hours prior to the time they and the wedding guests will **leave** the building following the wedding. If additional time is required by the couple (e.g. decorating or pictures before the service), a charge of \$20 for each additional hour of the wedding hostess' time will be required, in which case this amount may be deducted from the damage deposit or paid directly to First Christian Church on the rehearsal date.

7. It is the responsibility of the bride and groom to consult with the organist/pianist regarding availability for the wedding date and the music to be used during the ceremony, including special music for soloists. There will be no outside organist or pianist.
8. First Christian Church reserves the right to deny the use of music, readings, or other aspects of the wedding ceremony that are not in keeping with Christian traditions or that may not reflect the values and character of First Christian Church. This may include the use of certain secular music. The wedding ceremony is a service of worship and thanksgiving to God for the gift of marriage, and should be performed in that vein.
9. **No alcoholic beverage of any kind shall be served or consumed on the church property.** All members of the wedding party are expected to be sober and prepared for the rehearsal and the ceremony by the scheduled time. If any participant appears to be intoxicated before the rehearsal or ceremony, the ceremony will be cancelled with no refund of fees.
10. The bride and her attendants will utilize the Choir Room for dressing and final preparations before the ceremony. The groom and his attendants will make their final preparations in the Library. The care and security of any items belonging to the wedding party before, during, and after the wedding is not the responsibility of First Christian Church.
11. First Christian Church has no space for storing items that are rented for weddings. Rented and decorative items must be removed within one hour after the ceremony. Any rented articles not belonging to the church must be removed or an additional fee may be charged for removal.
12. First Christian Church is not responsible for the loss or theft of borrowed or rented articles, or of any other property of the wedding party, the guests or servants or agents of the wedding party.
13. No decorations shall be placed in the Church before the use of the building for the rehearsal or ceremony. No nails, thumb tacks, tape or other adhesives are to be used on any wall, piece of furniture, or pew.
14. Fire and health codes are to be observed. Church policy prohibits smoking in the building.
15. Food or drink is confined to the Lounge, Disciples Hall, or kitchen areas. Any food or drink leaving stains will cause the loss of the damage deposit.
16. Tables and chairs in the Lounge area may be arranged according to the desires of the couple and the availability of the custodian; however, no other furnishings or decorations in the Lounge or Sanctuary, including wall hangings, may be removed or disturbed.
17. All floral arrangements and candelabras must have protective plastic sheeting beneath to protect floors, carpets, and furniture from water damage. Silk flower petals are allowed to be used in the service.
18. The retractable screen in the sanctuary may be used for the service with operation by the sound technician.
19. Rice, confetti, or any substances that would mar or damage the church facility is not allowed to be thrown outside following the ceremony. Other options to consider – birdseed, bubbles, balloons.
20. First Christian Church will not be responsible for any personal loss or for any accident or injury to any member of the wedding party or guest while on the premises.

We have read carefully and understand First Christian Church's wedding policies and building use guidelines, and the fee structure accompanying it. We understand that our wedding date will be reserved on the church calendar when the reservation fee is received in the church office. We agree to abide by these guidelines and wish to schedule the above facilities, date, and times for our wedding.

Our \$200 Reservation Fee is enclosed. We agree to pay the balance of the wedding fees no later than 30 days prior to the wedding date.

Bride's Signature: _____ **Date:** _____
Groom's Signature: _____ **Date:** _____

Office Use Only:
Information Received: ____/____/____ **Reservation Fee Received:** ____/____/____