

COLUMBIA PRESBYTERIAN CHURCH

Wedding Policies

**Columbia Presbyterian Church
711 Columbia Drive
Decatur, GA 30030**

Phone: (404) 284-2441

Fax: (404) 284-1886

**Approved by the Session on August 8, 2002
Revised September 20, 2008**

**Columbia Presbyterian Church
711 Columbia Drive
Decatur, GA 30030**

TO THE BRIDE AND GROOM AND FAMILIES:

Columbia Presbyterian Church rejoices with you in your decision to make a life commitment in marriage. We want to be of help to you in any way possible. The following packet of information will be helpful to you as you make decisions about your wedding.

We ask that you read these policies carefully. It is the bride and groom's responsibility to become familiar with these policies and to see that the wedding party and all vendors observe them. **We respectfully remind you that failure to read them is not a release from the responsibility of following them. These policies will not be waived on the wedding day because the bride and groom did not consider them while planning.** The Wedding Coordinator will review them with you and give you a copy for future reference. We urge you to note those things that require your action, so that your wedding experience will be a smooth one. The Wedding Coordinator is happy to answer questions, address concerns you may have, and tour the facilities with you if necessary.

Your wedding file contains all the information needed by the church office to route work requests for the ceremony and/or reception. It also enables us to work effectively on your behalf with wedding vendors.

Your *completed* wedding file will contain:

- The wedding information form with receipts for all fees paid
- Applicable signed forms from florist, photographer/videographer and caterer
- Counseling forms/letter
- Any special requests concerning space or equipment

The wedding file must be **COMPLETE** thirty (30) days prior to the wedding date. If not, you will receive a courtesy call informing you that the church has placed the wedding on hold.

Please note that any question, concern or conflict will be decided by this printed policy.

We thank you for your attention to these policies and look forward with you to your special day.

WEDDINGS AT COLUMBIA

**Columbia Presbyterian Church
711 Columbia Drive
Decatur, Georgia 30030
(404) 284-2441**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. (W-4.9001) “Directory for Worship” of the *Book of Order*, Presbyterian Church (USA).

Significance of the Church Wedding

A service of Christian marriage is worship of God. As such, the service should reflect what we believe about God and the institution of marriage. In the planning stages for your marriage service, you are encouraged to include those things that are consistent with worship in the life of our congregation. This information packet has been prepared to aid you in this endeavor. Any exceptions to the wedding plans and policies contained herein must be approved by the Worship Committee of the Session of Columbia Presbyterian Church prior to the service.

Scheduling

The following are the steps to follow to schedule your wedding:

1. Call the church office to see that the church is available for your proposed date and time. The dates for your rehearsal, wedding, and reception (if held at the church) will be TENTATIVELY entered on the church calendar.
2. Contact the minister through the church office to confirm the minister’s availability. Set a time to meet with the minister to begin wedding plans and counseling. All weddings in the church normally will be performed by one of the ministers of Columbia Presbyterian Church. Active participation by non-Columbia clergy and/or organists in this service should also be discussed. Ministers not associated with Columbia Presbyterian Church must be invited by the Columbia minister.
3. Contact the church’s wedding coordinator and set a time to meet with her to discuss the wedding guidelines and policies of Columbia Presbyterian Church. The wedding coordinator’s name and number are on the registration form. The wedding coordinator is not a wedding director and should not be expected to plan the details of your wedding but will be present during your rehearsal and ceremony to assist the minister and to insure all policies of Columbia Presbyterian Church are followed.

4. Contact and make an appointment to meet with the church organist to discuss and plan the music for your wedding service. The church organist's name and telephone number are on the reservation form. The church organist will normally play for all wedding services at Columbia Presbyterian Church. If the church organist is unavailable, a competent substitute will be suggested from a list of musicians approved to play the Columbia Presbyterian Church pipe organ. If the couple desires a vocal soloist, prefers piano to organ, or wishes other instrumental music for the wedding service, the organist will advise and suggest capable musicians and appropriate music. Final decisions concerning music for the service must be made no later than ONE MONTH prior to the wedding. All music selections must be reviewed and approved by the organist, in consultation with the pastor. All guest musicians must be approved by the pastor or organist, acting on behalf of the Worship Committee.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. The congregation may join in hymns and other musical forms of praise and prayer. (W-4.9005) Book of Order, Presbyterian Church (USA).

5. Complete the reservation form and return it with your security deposit to the church office. (Checks should be made payable to Columbia Presbyterian Church.) At this time, the dates and times of the rehearsal and wedding will become confirmed dates on the church calendar. If a registration form and deposit is not received within three weeks of setting the tentative dates, your dates will be taken off the church calendar.

In the event a wedding is canceled or postponed, the deposit is refundable up to two months prior to the wedding date. The deposit will be returned to the couple within two weeks following the wedding, provided no wedding policies have been violated and no unusual cleaning or repairs must be done.

6. All florists, caterers, and others involved in wedding preparations must coordinate entry into the church facilities with the church office and/or the custodian.
7. Weddings will not be scheduled on the following dates:
 - New Year's Eve or New Year's Day
 - Palm Sunday through Easter
 - Memorial Day Weekend
 - Independence Day
 - Labor Day
 - Thanksgiving Weekend (Thursday, Friday, Saturday, Sunday)
 - Christmas Eve or Christmas Day

A wedding will not be scheduled at any time when it will conflict with regular church activities or programs. Sunday weddings are strongly discouraged.

POLICIES

Pre-Marital Conferences

For church members, the preparation for the wedding service begins with your first conference with the minister, who as the leader of our congregation is an active participant in this ceremony. At this time, reservations for use of the church facilities may be made and times for additional conferences set. Active participation by other ministers and/or organists in this service should also be discussed.

In accordance with the Presbyterian Church (USA) *Book of Order*, pre-marital counseling with a minister of Columbia Presbyterian Church is required in preparation for the marriage service. If a minister who is not associated with Columbia Presbyterian Church is chosen to perform the ceremony, he/she must submit a letter to the minister of Columbia Presbyterian Church at least one month prior to the service stating the couple has participated in pre-marital conferences. **If the letter is not received, the wedding will be placed on hold.**

These conferences shall provide for a discussion with the couple concerning:

- *the nature of their Christian commitment, assuring that at least one is a professing Christian,*
- *the legal requirements of the state,*
- *the privileges and responsibilities of Christian marriage,*
- *the nature and form of the marriage service,*
- *the vows and commitments they will be asked to make,*
- *the relationship of these commitments to their lives of discipleship,*
- *the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.*

(W-4.9002.a) *Book of Order*, Presbyterian Church (USA)

Additional counseling may be required at the discretion of the minister.

Marriage License

A marriage license is required by the State of Georgia before a wedding may be performed. Contact the courthouse in your county of residence well in advance for information on obtaining your license.

The license and the return addressed envelope provided by the county must be delivered to the officiating minister at, or prior to, the wedding rehearsal. **The minister will not perform the ceremony if he/she does not have the marriage license in hand.**

The officiating minister will complete and mail the official copies and give the couple a personal copy. The county will provide you with instructions on obtaining a certified copy.

Wedding Consultants

If a wedding consultant is used, he or she may make suggestions regarding the rehearsal and wedding, but the consultant must understand that **it is the minister who is in charge of the rehearsal and wedding.**

Wedding Coordinator

It is the policy of Columbia Presbyterian Church that the church wedding coordinator must be present during the rehearsal and the wedding. The wedding coordinator will assist the minister in directing the rehearsal and ceremony and will insure that the policies of the church are observed.

The Custodian

It is the policy of Columbia Presbyterian Church that the church custodian must be present during the rehearsal and the wedding. The custodian will prepare the sanctuary for the service (except for the decorating), have the facilities open at the designated times, be responsible for providing heating or cooling, and clean and close the facilities following the service and reception (if held at the church). The custodian is the only person authorized to move any furniture on the premises.

The Rehearsal

The rehearsal and wedding dates and times will be confirmed upon the receipt of the reservation form and deposit. The time of the rehearsal should be set with the location of the church, traffic conditions, and out-of-town arrivals taken into account. The wedding rehearsal is important for each participant in the ceremony. It is important that each member of the wedding party be present and on time. One hour is scheduled for the rehearsal. We cannot delay the start of the rehearsal to wait for members of the wedding party. Ask your wedding party to arrive 15 minutes earlier than the scheduled time of your rehearsal. Rehearsals should not be scheduled later than 7:00 p.m. The church will be available for the rehearsal ½ hour before the designated time of the rehearsal and will be locked no later than ½ hour after the rehearsal is scheduled to end. **An extension beyond this scheduled lock-up time will result in additional fees for the organist and the custodian.**

CHURCH FACILITIES

Sanctuary

The sanctuary is a traditional, Georgian design with a center aisle and will seat approximately 350 people with an additional 200 in the balcony. A fifteen-rank Austin pipe organ and a Mason-Hamblen grand piano are available. A kneeling bench is also available.

The day of the wedding, the church parlor will be available for the bride and her attendants' use as a dressing and/or gathering room; the Gray Room in the sanctuary building may be used by the groom and his attendants. Use of these rooms is included in the wedding fee. If the wedding and/or reception are to be held in the parlor/parlor dining room, then the bride and her attendants may use the Gray Room; the groom and his attendants, the Library. Use of these rooms is included in the wedding fee.

Hazelwood Hall

The carpeted fellowship hall will accommodate approximately 250 stand-up or 125 sit-down guests. Full kitchen facilities are available.

Parlor

The church parlor provides a living room setting which accommodates approximately 40 persons. An attached dining room will accommodate a similar number. If no food is served, 70 persons can be accommodated in this space. There is a small kitchen for food service but no cooking. **NO FOOD OR DRINK MAY BE TAKEN FROM THE DINING ROOM INTO THE PARLOR LIVING ROOM.**

Access to the Facilities

The church will be open three hours before the ceremony and up to three hours following the end of the ceremony.

The church will be open no more than two hours for the rehearsal, beginning one-half hour before the scheduled starting time.

If a reception is held at the church, the facilities will be available for a maximum three hours following the wedding ceremony.

Florist, caterers, photographers, and other members of the wedding party should be made aware that, other than the time indicated above, our facilities are open only during office hours (9:00 a.m. - 4:00 p.m., Monday-Friday).

General Rules Regarding Use of the Property

1. No alcoholic beverages of any kind may be served or consumed on the church premises. This policy extends to the use of any legally controlled substance. The wedding coordinator is authorized by the church to call the authorities if this policy is violated in any way.
2. Smoking is not allowed in any of the church buildings.
3. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises. Bubbles may be used outside.
4. All decorating of the Sanctuary and reception area (if applicable) must be under the supervision of the wedding coordinator.
5. All persons will deport themselves in a civil and proper manner and will not engage in conduct which disturbs the peace, quiet, and privacy of the neighborhood around the church.
6. Children must be under the direct supervision of adults at all times. The adults shall be responsible for any damage or breakage.
7. The pulpit may **not** be moved under any circumstances.
8. The baptismal font may **not** be moved under any circumstances.
9. The communion table may be moved to the side but **must not** be removed from main floor of the sanctuary.
10. Choir chairs may **not** be moved.

Decorations

The church suggests simplicity in decoration so as not to distract from the importance of the service.

1. No nails, thumb tacks or tape may be used on the church walls, pews, or other church furniture or woodwork. Decorations may be secured by clips or chenille stems.
2. Only non-drip candles are to be used in the candelabras. Plastic sheets must be placed under all candelabra stands.
3. Safety regulations require that doorways and aisles be kept clear at all times.
4. Christmas and other seasonal decorations may be enjoyed for your ceremony but may not be removed for weddings.
5. All equipment belonging to the florist must be picked up immediately following the wedding ceremony. Columbia Presbyterian Church cannot hold responsibility for any equipment left at the church.
6. The Custodian shall be the only person authorized to move furniture.
7. The florist is responsible for ANY damage to church facilities/furnishings cause by his/her use of them.
8. No arrangements may be placed on the organ or piano.

Please make sure that these policies are completely understood and that your florist understands

them as well. It is the Bride's responsibility to see that the florist understands the policies and signs and returns the enclosed agreement to the wedding coordinator no later than one month prior to the wedding. **If the agreement is not received, the wedding will be placed on hold.**

Photography and/or Videotaping

Since the marriage ceremony is a worship service, it is the responsibility of the Bride and Groom to instruct their photographer (**and friends**) to observe the following policies:

1. The photographer/videographer is expected to cooperate fully with the officiating minister and wedding coordinator in maintaining the dignity and reverence of the wedding service.
2. The ceremony has begun when the minister enters the sanctuary. Photographs may be made only from the rear of the sanctuary or from the balcony during the wedding ceremony and only if **no flash** is used and **no sound** can be heard from the camera.
3. No photographs may be taken during the ceremony using a flash under **ANY** circumstances.
4. A video recorder may be set up on a tripod in the balcony for the service.
5. No special lighting may be used; you must use whatever light is available.
6. Pictures of the wedding party may be made prior to the ceremony or immediately following the ceremony, in which case the wedding coordinator will direct the wedding party back into the sanctuary for pictures.

Please make sure that these policies are completely understood and that the photographer understands them as well. It is the Bride's responsibility to see that the photographer/videographer understands the policies and signs and returns the enclosed agreement to the wedding coordinator no later than one month prior to the wedding. **If the agreement is not received, the wedding will be placed on hold.**

The Reception

If you choose to use Hazelwood Hall or the church Parlor for your reception, the wedding party must furnish a caterer who will be responsible for the reception and its surrounding details. The caterer is to bring his/her own help for serving, washing, and handling food and associated equipment.

The church **will not** accept responsibility for receiving the cake or any other items.

The church will provide serving tables and chairs. The church **does not** provide table linens, punch bowls, cups, or serving pieces.

Hazelwood Hall and the church Parlor must be left as they were found.

Guidelines of Use of Hazelwood Hall Kitchen

1. Only the use of kitchen equipment is authorized. No staples or perishable foods, or paper products belonging to the church shall be used.
2. For safety and insurance purposes, only person 18 years of age or older shall be allowed to cook or heat food in the kitchen or use any kitchen equipment.
3. During the hours in which the kitchen is in use, a person from the church staff or the wedding coordinator is required to be present. **If a church staff person or wedding coordinator is unavailable, then the kitchen is unavailable.** Additional fees for the staff person or wedding coordinator will be charged if use of the kitchen is required at times other than the times allotted for the rehearsal and/or wedding ceremony.
4. Persons using the kitchen shall clean the kitchen thoroughly and dispose of all trash in the dumpster behind the church.

Please make sure that these policies are completely understood and that the caterer understands them as well. It is the Bride's responsibility to see that the caterer understands the policies and signs and returns the enclosed agreement to the wedding coordinator no later than one month prior to the wedding. **If the agreement is not received, the wedding will be placed on hold.**

COSTS

The initial security deposit must be paid at the time the church is reserved for the wedding. All other fees must be received in full at least **one month** prior to the rehearsal or the wedding will be put on hold. The wedding coordinator will discuss these charges with you at the time you complete your reservation form. A receipt will be sent to you when the security deposit is returned following the wedding.

To be eligible for Member Fees, the bride and/or groom, or the parents of the bride or groom must be active, participating members of Columbia Presbyterian Church at least one year prior to the date that the wedding is reserved on the church calendar.

Columbia Presbyterian Church Wedding Fees

| | ACTIVE MEMBER | NON-MEMBER |
|---|---------------|---------------|
| Security Deposit | \$200 | \$200 |
| Sanctuary | \$0 | \$1000 |
| Hazelwood Hall | \$0 | \$300 |
| Parlor | \$0 | \$200 |
| Kitchen to prepare and cook food | \$100 | \$100 |
| Kitchen to serve food prepared elsewhere | \$50 | \$50 |
| *Minister | \$0 | \$300 |
| *Wedding Coordinator | \$250 | \$250 |
| *Organist | \$200 | \$200 |
| Soloist provided by church | \$100 | \$100 |
| Custodian (Wedding and rehearsal) | \$150 | \$150 |
| Custodian (Reception) | \$75 | \$75 |

* Checks should be made payable and given directly to the minister, coordinator and organist on or before the day of the wedding.

CHECKLIST FOR BRIDES

- _____ Wedding policies read

- _____ Reservation confirmed
 - Fees
 - Application Form

- _____ Minister engaged

- _____ Counseling appointments set

- _____ Organist/Musicians engaged

- _____ Appointment with Wedding Coordinator set

- _____ Forms discussed, signed, returned to Wedding Coordinator
 - Florist
 - Photographer/videographer
 - Caterer

- _____ Full payment sent to church 30 days prior to wedding

**Attn: Wedding Coordinator
711 Columbia Drive
Decatur, GA 30030**

Bride's Name _____ **Date of Wedding** _____

Wedding/Decoration Policies

While we wish to be helpful to you and the bridal couple on their special day, these policies will not be waived. We respectfully remind you that failure to read them does not release you from the responsibility of following them. This form, with signature and complete information, must be returned to the Wedding Coordinator 30 days prior to the wedding. The bride has additional copies of these policies.

1. No nails, thumb tacks or tape may be used on the church walls, pews, or other church furniture or woodwork. Decorations may be secured by clips or chenille stems.
2. Only non-drip candles are to be used in the candelabras. Plastic sheets must be placed under all candelabra stands.
3. Safety regulations require that doorways and aisles be kept clear at all times.
4. Christmas and other seasonal decorations may not be removed for weddings.
5. All equipment belonging to the florist must be picked up immediately following the wedding ceremony. Columbia Presbyterian Church cannot held responsibility for any equipment left at the church.
6. The custodian shall be the only person authorized to move furniture.
7. The florist is responsible for ANY damage to church facilities/furnishings cause by his/her use of them.
8. No arrangements may be placed on the organ or piano.
9. No alcoholic beverages may be served or consumed on church property.
10. No food or drink is permitted inside the Sanctuary.
11. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises. Bubbles may be used outside.
12. All decorating of the Sanctuary and reception area (if applicable) must be under the supervision of the wedding coordinator.
13. The pulpit may **not** be moved under any circumstances.
14. The baptismal font may **not** be moved under any circumstances.
15. The communion table may be moved to the side but **must not** be removed from main floor of the sanctuary.
16. Choir chairs may **not** be moved.

THIS COPY TO BE GIVEN TO YOUR FLORIST.

**Columbia Presbyterian Church
Attn: Wedding Coordinator
711 Columbia Drive
Decatur, GA 30030**

Bride's Name _____ **Date of Wedding** _____

Wedding Photography/Videography Policies

While we wish to be helpful to you and the bridal couple on their special day, these policies will not be waived. We respectfully remind you that failure to read them does not release you from the responsibility of following them. This form, with signature and complete information, must be returned to the Wedding Coordinator 30 days prior to the wedding. The bride has additional copies of these policies.

1. The photographer/videographer is expected to cooperate fully with the officiating minister and wedding coordinator in maintaining the dignity and reverence of the wedding service.
2. The ceremony has begun when the minister enters the sanctuary. Photographs may be made only from the rear of the sanctuary or from the balcony during the wedding ceremony and only if **no flash** is used and **no sound** can be heard from the camera.
3. No photographs may be taken during the ceremony using a flash under **ANY** circumstances.
4. A video recorder may be set up on a tripod in the balcony for the service.
5. No special lighting may be used; you must use whatever light is available.
6. Pictures of the wedding party may be made prior to the ceremony or immediately following the ceremony, in which case the wedding coordinator will direct the wedding party back into the sanctuary for pictures.
7. The custodian shall be the only person authorized to move furniture.
8. No alcoholic beverages may be served or consumed on church property.
9. No food or drink is permitted inside the Sanctuary.
10. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises. Bubbles may be used outside.
11. The pulpit may **not** be moved under any circumstances.
12. The baptismal font may **not** be moved under any circumstances.
13. The communion table may be moved to the side but **must not** be removed from main floor of the sanctuary.
14. Choir chairs may **not** be moved.

I have read and agree to the policies of Columbia Presbyterian Church.

Signature of Photographer/Videographer Date
Company Name _____
Address _____

Phone _____

**Please sign and return to the Wedding Coordinator at the above address.
Columbia Presbyterian Church**

**Attn: Wedding Coordinator
711 Columbia Drive
Decatur, GA 30030**

Bride's Name _____ **Date of Wedding** _____

Wedding Photography/Videography Policies

While we wish to be helpful to you and the bridal couple on their special day, these policies will not be waived. We respectfully remind you that failure to read them does not release you from the responsibility of following them. This form, with signature and complete information, must be returned to the Wedding Coordinator 30 days prior to the wedding. The bride has additional copies of these policies.

1. The photographer/videographer is expected to cooperate fully with the officiating minister and wedding coordinator in maintaining the dignity and reverence of the wedding service.
2. The ceremony has begun when the minister enters the sanctuary. Photographs may be made only from the rear of the sanctuary or from the balcony during the wedding ceremony and only if **no flash** is used and **no sound** can be heard from the camera.
3. No photographs may be taken during the ceremony using a flash under **ANY** circumstances.
4. A video recorder may be set up on a tripod in the balcony for the service.
5. No special lighting may be used; you must use whatever light is available.
6. Pictures of the wedding party may be made prior to the ceremony or immediately following the ceremony, in which case the wedding coordinator will direct the wedding party back into the sanctuary for pictures.
7. The custodian shall be the only person authorized to move furniture.
8. No alcoholic beverages may be served or consumed on church property.
9. No food or drink is permitted inside the Sanctuary.
10. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises. Bubbles may be used outside.
11. The pulpit may **not** be moved under any circumstances.
12. The baptismal font may **not** be moved under any circumstances.
13. The communion table may be moved to the side but **must not** be removed from main floor of the sanctuary.
14. Choir chairs may **not** be moved.

THIS COPY TO BE GIVEN TO YOUR PHOTOGRAPHER/VIDEOGRAPHER

**Attn: Wedding Coordinator
711 Columbia Drive
Decatur, GA 30030**

Bride's Name _____ **Date of Wedding** _____

Wedding/Caterer Policies

While we wish to be helpful to you and the bridal couple on their special day, these policies will not be waived. We respectfully remind you that failure to read them does not release you from the responsibility of following them. This form, with signature and complete information, must be returned to the Wedding Coordinator 30 days prior to the wedding. The bride has additional copies of these policies.

1. The caterer is to bring his/her own help for serving, washing, and handling food and associated equipment.
2. The church **will not** accept responsibility for receiving the cake or any other items.
3. The church will provide serving tables and chairs. The church **does not** provide table linens, punch bowls, cups, or serving pieces.
4. Hazelwood Hall and the church Parlor must be left as they were found.
5. Only the use of kitchen equipment is authorized. No staples or perishable foods, or paper products belonging to the church shall be used.
6. For safety and insurance purposes, only person 18 years of age or older shall be allowed to cook or heat food in the kitchen or use any kitchen equipment.
7. During the hours in which the kitchen is in use, a person from the church staff or the wedding coordinator is required to be present. **If a church staff person or wedding coordinator is unavailable, then the kitchen is unavailable.**
8. Persons using the kitchen shall clean the kitchen thoroughly and dispose of all trash in the dumpster behind the church.
9. No alcoholic beverages of any kind may be served or consumed on the church premises. This policy extends to the use of any legally controlled substance. The wedding coordinator will shut down the facility and call the authorities if this policy is violated in any way.
10. Smoking is not allowed in any of the church buildings.
11. Rice, birdseed, confetti, etc. are safety hazards and may not be thrown anywhere on the premises. Bubbles may be used outside.
12. All decorating of the Sanctuary and reception area (if applicable) must be under the supervision of the wedding coordinator.

THIS COPY TO BE GIVEN TO YOUR CATERER.

**Columbia Presbyterian Church
711 Columbia Drive
Decatur, GA 30030**

WEDDING INFORMATION FORM

For

_____/_____/_____ wedding on _____ at _____ [Date of request _____]
Bride's Last Name Groom's Last Name

Bride's Name _____
Last Name First Name Middle

Address: _____
Street Address

_____ City State Zip
Phone: (Home) _____ (Work) _____

Email: _____

Groom's Name _____
Last Name First Name Middle

Address: _____
Street Address

_____ City State Zip
Phone: (Home) _____ (Work) _____

Email: _____

Address after the wedding: _____
Street Address

_____ City State Zip
Phone: _____

Church Membership Bride: _____
Groom: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Place of Reception: _____

Officiating Minister: _____

Address: _____

Phone: _____

NOTE: Clergy must be formally invited by Columbia Presbyterian Church clergy to perform wedding.

WEDDING INFORMATION FORM

Organist: _____ Phone: _____

Note: Guest organist must be approved to use organ by Worship Committee of Columbia Presbyterian Church prior to wedding.

Soloist: _____ Phone: _____

Wedding Consultant: _____ Phone: _____

Florist: _____ Phone: _____

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Caterer: _____ Phone: _____

STATEMENT OF AGREEMENT

I have read the statement of policies concerning weddings and receptions at Columbia Presbyterian Church. I agree to abide by them, and make every effort to insure that those in attendance do likewise. I accept the responsibility to process these policies to our wedding party, families, and vendors.

As a consideration for the use of the church facilities, I understand and agree that Columbia Presbyterian Church is not liable or responsible for any loss, damage or injury which may occur as a result of my use of these facilities. This includes, but is not limited to loss, injury, or damage related to theft, auto accident, or personal injury.

I understand that failure to provide requested forms and fees could result in the wedding being removed from the church calendar.

Signature of Bride Date

Signature of Groom Date

Columbia Presbyterian Church

Minister: Tom Hagood (404) 284-2441
Organist: David Flick (404) 320-3416
Wedding Coordinator: Sandra Taylor (404) 378-1465

FEES DUE

Brides' Name _____

Groom's Name _____

Date of Wedding _____

Time of Wedding _____

Due at time of Reservation:

Security Deposit _____

Date Received: _____

Due in full 30 days before wedding:

Sanctuary _____

Hazelwood Hall _____

Parlor _____

Kitchen _____

Soloist _____

Custodian _____

TOTAL DUE _____

PAID _____

Date Received: _____

Contracts Received:

_____ Florist

Date Received _____

_____ Photographer

Date Received _____

_____ Videographer

Date Received _____

_____ Caterer

Date Received _____

Checks paid directly to:

Minister _____

Wedding Coordinator _____

Organist _____