

Updated: 8-29-2010

# Wedding Request Form

(North Terrace Church of Christ)

Event Date: _____
Date request received: _____ Rec'd By: _____
Approved by: _____ On: _____
Confirmation sent: _____
Added to Church Scheduler on: _____
Tech needs copied/given to DG: _____
Copy of paperwork mailed to clients: _____
Total Fees: _____

Dates are not reserved unless final approval is given by the office and any applicable fees are paid in full. Client must initial here \_\_\_\_\_ to show that he/she has read our facility guidelines and understands our ministers' policy (last page). **\*Please note that the fees due to the minister performing your ceremony are separate and are not included in the facilities rental charge.**

## Bride's Information:

Name: \_\_\_\_\_

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

Phone #: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

I am a.... (circle one)                      Member                      Regular Attender

## Groom's Information:

Name: \_\_\_\_\_

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

Phone #: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

I am a.... (circle one)                      Member                      Regular Attender

## Your Wedding Details:

Desired Wedding Date: \_\_\_\_\_ Alternate Wedding Date: \_\_\_\_\_

Desired Wedding Time: \_\_\_\_\_

Desired Rehearsal Date: \_\_\_\_\_ Alternate Rehearsal Date: \_\_\_\_\_

Desired Rehearsal Time: \_\_\_\_\_ Approximate number of guests expected: \_\_\_\_\_

Reception to be held in the building?    Yes    No

Time of reception, if applicable: \_\_\_\_\_

## Rooms Needed (check appropriate boxes) :

- Family Life Center/Gym (capacity of 900; near kitchen)
- Fireside Room (capacity of 100; attached to kitchen)
- Kitchen
- Dressing Rooms (classrooms)

Desired minister to perform ceremony: \_\_\_\_\_

If this minister is not available, then we would like for \_\_\_\_\_ to perform our wedding.

# Multimedia Needs:

## Family Life Center/Gym:

- DVD playback
- CD playback
- Computer for multimedia program
- Microphones (# of lapel mics: \_\_\_\_\_ # of stand mics: \_\_\_\_\_)

## Fireside Room:

- DVD playback
- CD playback
- Computer for multimedia program
- Microphones (# of lapel mics: \_\_\_\_\_ # of stand mics: \_\_\_\_\_)

## Tech Fee:

Any boxes checked above indicate your need for a tech for your event. Initial here \_\_\_\_\_ to indicate that you understand that the fee for such is \$100.00, which covers tech services for both your rehearsal and your wedding ceremony.

Tell us about the soloists, speakers, and media that you want during your ceremony:

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## Room Rental Fees:

Please initial beside each room that you request below to indicate that you understand the fee schedule.

\*Members may use rooms at no charge, but they must set up, clean up, and return the room to its original condition in which it was found. If you require set-up help, then the custodial fee applies.

## Family Life Center / Gym

Large groups may need to rent additional tables/chairs. Rental and return of all items is the responsibility of the renting party.

- Member/ Regular Attender ..... no charge
  - Custodial.....\$100.00
- (Total: \$\_\_\_\_\_)

**Fireside Room for Receptions**

- Member/ Regular Attender ..... no charge
  - Custodial.....\$35.00
- (Total: \$ \_\_\_\_\_)

**Kitchen**

- Member/ Regular Attender.....no charge
  - Custodial.....\$35.00
- (Total: \$ \_\_\_\_\_)

**Dressing Rooms / Classrooms**

\*Two dressing rooms are included (free) with your rental (one for men and one for women). However, if you need additional dressing rooms, then the following fees apply.

- Member/ Regular Attender .....no charge
  - Custodial.....\$25.00 x # of rooms \_\_\_\_\_ =\$ \_\_\_\_\_
- (Sub Total: \$ \_\_\_\_\_)

Sub-total of room rental fees: \$ \_\_\_\_\_  
+

Sub-total of tech fees (Any use of multimedia/microphones, etc. is \$100.00 as outlined previously.): \$ \_\_\_\_\_

**Total Fees: \$ \_\_\_\_\_**

\*Checks are to be made payable to North Terrace Church of Christ. Please submit your check with this form in order to begin processing your request. If for any reason your event cannot be scheduled, your check will be returned to you.

**\*Please note that the fees due to the minister performing your ceremony are separate and are not included in the facilities charge.**

North Terrace Church of Christ  
1420 Brandywine Blvd.  
Zanesville, OH 43701  
740-453-2951  
www.ntcoc.org

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**For office use only**

Payment Received on (date): \_\_\_\_\_ By: \_\_\_\_\_

Check number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_

# **Ministers' Policy**

## **regarding weddings at North Terrace Church of Christ**

1. The couple must go through a minimum of four (4) counseling sessions.
2. They must attend North Terrace Church of Christ on a regular basis before their wedding.
3. The couple must agree to a one-year check-up.
4. If either the man or the woman has been previously married, they must talk with the officiating minister about the circumstances of the divorce before approval can be given for his participation in the service.
5. All wedding dates must be approved by the church office for date/facility availability and by the minister for his personal calendar. Failure to do this will leave you with the church building reserved but no minister to perform the ceremony or vice-versa.

### **North Terrace Church of Christ Facility Scheduling Process**

- Check the North Terrace Facility Calendar (on-line or in the church office) for date availability.
- Fill out a **Wedding Request Form** in its entirety and turn it in to the church office.
- You will be notified in a timely manner when / if your event is approved.
- Please be advised that your room is not reserved without payment and that you must agree to these conditions before you sign and submit your facilities request.
- Any amendments to your needs (after contract confirmation is made) must be brought to our attention as soon as possible so that proper arrangements can be made.
- Our Worship/Family Life Center will not be scheduled/available for any event ending later than 5:00 p.m. on Saturdays in order to prepare for Sunday worship services. Any exceptions are to be reviewed/ approved by the facility scheduling team.

### **Building Use Guidelines:**

- Users agree to leave the room in the condition in which it was found. Trash should be properly disposed of in provided trash containers. Additional trash bags are attached to trash containers for your use.
- Furniture, audio-visual equipment, or other items should not be moved from one room to another. Facilities assistance may be obtained through the building superintendent, Dick Brown (740-453-2951).
- Confetti, toothpicks (except for use with food in designated areas), Playdoh or other similar substances may not be used in North Terrace facilities. Use of any open flame device requires prior approval from the building superintendent.
- Nothing may be affixed to walls, doors, or windows inside or outside that may cause damage to walls or present an undesirable appearance. Special meeting notices or room changes may be requested by contacting the church office (740-453-2951).
- No smoking, dancing, or consumption of alcoholic beverages is permitted on church property.
- Groups must stay within areas reserved for them.
- Food must be consumed in designated areas only.
- Parents are responsible for their children at all times unless the children are participating in a scheduled, supervised youth or children's activity. They are not permitted to roam the building unattended.
- Equipment belonging to North Terrace may not be removed from the church property without prior authorization.
- Technical equipment and musical instruments cannot be touched or used without prior authorization.
- Requests for significant changes in room arrangements, equipment, or services need to be made at least two weeks prior to the event.
- Church facilities may be used by a member for a fundraising event due to the member having a significant loss due to health or catastrophic event.
- Groups or individuals soliciting business for personal or corporate profit, such as Avon, Tupperware, or Pampered Chef, may not use the facility.