

## Evangel Pentecostal Church

### Wedding Booking Form

#### REGULATIONS:

1. Without exception, tobacco, alcohol and drugs are prohibited on the premises.
2. Confetti and rice are not to be thrown **inside** the church building.
3. Arrangements for the rearrangement of platform furniture, musical instruments, or any church furnishings must be requested at the time of booking with the church office and will be done by the **custodian only**.
4. The sound and media equipment will only be operated **by one of the authorized technicians of EPC**.
5. Care should be taken to ensure that decorations do not damage plants, carpet, walls or furniture. No adhesive material should be used to attach items. Only drip-less candles may be used. All decorations, **including flowers** must be removed immediately following the ceremony. No flowers may be left in the church.
6. The premises must be left in the same condition as they are found. Those using the facilities are responsible for the cost of all damages.
7. Due to fire regulations, halls and doorways must not be obstructed.
8. Please note **cooking is prohibited** in the kitchen.
9. Due to the church being used for various programs on weekday evenings, please check in about when the rehearsal may be booked.
10. Use of the church premises and facilities is restricted to only the prior agreed upon use and only for the purpose designated in this agreement.
11. EPC will not be liable against any and all claims for injury to persons or property arising out of events under the control of the Lessee, its agents or employees. EPC will not be held responsible for the theft of anything belonging to the participants.
12. For those who are non EPC adherents a certificate of liability in the amount of \$2,000,000 is required to be attached to this form, naming as additional insured: Evangel Pentecostal Church.
13. **A non-refundable deposit of \$100 cash** is required at the time of booking the church facilities and must accompany the signed agreement and registration form. *The balance of fees is due no later than 30 days prior to the wedding date.*
14. The Pastoral staff of Evangel will not perform weddings unless the participants have/will be receiving adequate pre-marital counselling.

15. Pastoral staff may perform the marriage of divorced persons if the terms of the Pentecostal Assemblies of Canada are met. Their required affidavit must be signed and returned along with the registration form.

16. The wedding ceremony and outline must be submitted to the officiating pastor **no less than 2 weeks prior to the wedding**. If this is not done, the officiating pastor will perform his/her standard wedding ceremony. If input is needed into preparing an outline for the service, or in writing the ceremony, that help must be sought **no less than one month in advance of the wedding date**.

17. **A marriage license** must be obtained and submitted to the church office no later than 1 week prior to the wedding ceremony.

17. The wedding rehearsal must start on time. In order for this to happen, the bride and groom must be clear on the outline of the service before coming.

18. Absolutely NO sound set up/requirements/changes may be made after the rehearsal has taken place. ( Eg. If you planned on having your soloist sing to pre-recorded music and after the rehearsal you decide you want them to sing to live music – it is too late to change.)

#### **FACILITIES:**

1. The maximum seating capacity of the sanctuary is 250 people.

2. The church hall may be used for an additional fee of \$200 and can accommodate a maximum of 60 people seated or 80 people standing. Set up of tables and/or chairs must be done in coordination with the church custodian. Arrangements for this must be made through the church office. You must speak with the church office to get instructions on providing the appropriate insurance coverage.

3. For the wedding rehearsal and wedding, an electric keyboard is available for live instrumentation. If this is required we must be notified **no later than 2 weeks prior** to the ceremony. The bride and groom are expected to make arrangements for their own musicians.

**Please complete and return along with the deposit as soon as possible to confirm the date.**

**BRIDE'S INFORMATION**

Full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/Month/Day

Place of birth: \_\_\_\_\_ Citizenship \_\_\_\_\_  
(Province or Country)

Please highlight - Never married/Widowed/Divorced

Court file # if divorced \_\_\_\_\_

Current address: \_\_\_\_\_

Home/Cell phone number \_\_\_\_\_ Work number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Religion/Denomination \_\_\_\_\_

**GROOM'S INFORMATION**

Full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/Month/Day

Place of birth: \_\_\_\_\_ Citizenship \_\_\_\_\_  
(Province or Country)

Please highlight - Never married/Widowed/Divorced

Court file # if divorced \_\_\_\_\_

Current address: \_\_\_\_\_

Home/Cell phone number \_\_\_\_\_ Work number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Religion/Denomination \_\_\_\_\_

**CEREMONY INFORMATION**

Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_

Pastor's phone number: \_\_\_\_\_ *(If pastor is not from EPC)*

Name of Maid/Matron of Honour: \_\_\_\_\_

Best Man: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groom's Men: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl (s): \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Vocalists: \_\_\_\_\_

Musicians: \_\_\_\_\_

Readers: \_\_\_\_\_

Other significant roles during ceremony \_\_\_\_\_

Who will walk bride down the aisle? \_\_\_\_\_

Will there be any additional elements to ceremony (eg communion)? \_\_\_\_\_

Pre-service music – live musicians or pre-recorded? \_\_\_\_\_

Bridesmaid procession - live musicians or pre-recorded \_\_\_\_\_

Bridal procession - live musicians or pre-recorded? \_\_\_\_\_

Special music during ceremony – live musicians or pre-recorded? \_\_\_\_\_

Any other elements to the ceremony we should know about? \_\_\_\_\_

\_\_\_\_\_

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

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

Signed:

Bride \_\_\_\_\_

Groom \_\_\_\_\_

**WEDDING COST SCHEDULE FOR CHURCH FACILITIES**

**REQUIRED SERVICES**

- Pre-marital counselling online registration.....\$40.00 app.  
*\*(paid directly to Prepare and Enrich – please see church office for details)*
- Sound Person .....\$100.00 \*
- Custodian .....\$150.00
- Set up & Break down of platform .....\$50.00

***\*Sound technician fee is \$100 which includes a maximum of 3 hours including the rehearsal and ceremony. Every hour or part there of after 3 hours will be \$30 per hour.***

**SUGGESTED HONORARIUM**

- Officiating Pastor (pay directly to him/her).....\$ 300.00

***I have read the above regulations and will take responsibility for following them. I/we agree to the fees as outlined and hereby release EPC from any obligation or liability due to damage or loss of property or individuals while involved in this event.***

***Signature of Bride*** \_\_\_\_\_

***Signature of Groom*** \_\_\_\_\_

***Date*** \_\_\_\_\_

|  |                           |              |  |
|--|---------------------------|--------------|--|
| For Office Use Only:   |                           |              |  |
| Approval: YES <input type="checkbox"/> NO <input type="checkbox"/> | Fees Payable: Total _____ |              |  |
| Deposit Received: \$ _____   | Date _____                | Signed _____ |  |
| Balance Received: \$ _____   | Date _____                | Signed _____ |  |