

Wedding Application

Date of wedding: _____ Time: _____

Officiating Pastor: _____ Pastor's phone number _____

(if using pastor not from EPC)

BRIDE'S INFORMATION

Full name: _____ Date of Birth: _____

Year/Month/Day

Place of birth: _____ Citizenship _____

(Province or Country)

Never been married/Widowed/Divorced _____

Court file # if divorced _____

Current address: _____

Home phone # _____ Work/Cell # _____ Email _____

Occupation _____ Religious Denomination _____

Full name of Father: _____

Full name of Mother: _____

Together/Separated/Divorced? _____

If divorced, are there step parents? _____

If yes, please provide names: _____

GROOM'S INFORMATION

Full name: _____ Date of Birth: _____

Year/Month/Day

Place of birth: _____ Citizenship _____

(Province or Country)

Never been married/Widowed/Divorced _____

Court file # if divorced _____

Current address: _____

Home phone # _____ Work/Cell # _____ Email _____

Occupation _____ Religious Denomination _____

Full name of Father: _____

Full name of Mother: _____

Together/Separated/Divorced? _____

If divorced, are there step parents? _____

If yes, please provide names: _____

CEREMONY INFORMATION

Name of Maid/Matron of Honour: _____ Phone # _____

Best Man: _____ Phone # _____

Bridesmaids:

Groom's Men:

Flower Girl: _____ Ring Bearer: _____

Photographer: _____ Vocalists: _____

Musicians: _____

Readers: _____

Other significant roles during ceremony: _____

Date of Rehearsal: _____ Time: _____

Who will walk bride up the aisle _____

Signing of register - in sanctuary or in private room? _____

Will there be communion for the bride and groom? _____

Will there be a candle lighting or sand pouring ceremony? _____

Pre-service music - pre-recorded or live piano? _____

Processional - pre-recorded or live piano? _____

Special music during ceremony - please tell what type and whether to live or pre-recorded music

Any other elements to the ceremony we should know about?

Date Booked: _____

Signed: Bride _____

 Groom _____

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

For Office Use Only:

Approval: YES NO

Fees Payable: Total _____ Deposit Received: \$ _____ Date _____

Signed _____

Balance Received: \$ _____ Date _____

Signed _____

WEDDING COST SCHEDULE FOR CHURCH FACILITIES

REQUIRED SERVICES

- Pre-marital counselling online registration.....\$35.00 US approx.
(paid directly to Prepare and Enrich at log in - please contact church office for details)
- Sound Person\$75.00 *
- Custodian\$100.00
- Set up & Break down of platform\$50.00

***Sound technician fee is \$25 per hour for a minimum of 3 hours. Every hour or part there of after 3 hours will be \$25 per hour.**

OPTIONAL SERVICES

- Pianist.....\$100.00
- Custodian for Stewart Hall use\$100.00

SUGGESTED HONORARIUM

- Officiating Pastor (pay directly to him/her).....\$200.00

EPC Wedding Facility Information & Regulations

Facilities:

1. The sanctuary seats up to 400 people.
2. The church hall may be used for an additional fee of \$100 and can accommodate a maximum of 60 people seated or 100 people standing. Set up of tables and/or chairs must be done in co-ordination 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, a piano and electric keyboard are available for live instrumentation. If these are required we must be notified **no later than 1 week prior** to the ceremony. The bride and groom are expected to make arrangements for their own musicians. If a pianist is required, notification must be given **no later than 1 month prior** to the ceremony. (An extra fee of \$100 will be charged for this service.)

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. Our kitchen is a warm and serve kitchen only. This applies to the oven as well as the stove top.

9. Due to the church being used for other programs on Friday evenings, the rehearsal may need to be booked for an alternate time. Please check with the church office at the time of booking to arrange a time.

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** 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 received 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. 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. (Eg. If you planned on having your soloist sing to a cd and after the rehearsal you decide you want them to sing to live music - it is too late to change.)

//we have read the above regulations and will take responsibility for following them. // 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.

Bride_____ ***Groom***_____ ***Date***_____