

Wedding" Application

This application must be returned to the church office, with your deposit, to post your date on the church calendar.

Date of Wedding: _____	Time of Wedding: _____
Date of Rehearsal: _____	Time of Rehearsal: _____
BRIDE: _____	GROOM: _____
Address: _____	Address: _____
_____	_____
Phone: home _____	Phone: home _____
cell _____	cell _____
Email: _____	Email: _____

Mailing address after wedding: _____

Officiating Minister: _____

Guest Minister:	
Name: _____	Home/Cell Phone: _____
Church: _____	Church Phone: _____

Church Host/Hostess: _____

Wedding Coordinator: _____	Phone: _____
Pianist/Organist: _____	Phone: _____
Photographer: _____	Phone: _____
Videographer: _____	Phone: _____
Florist: _____	Phone: _____

We, the bride and groom, have read all the policies concerning the wedding and agree to abide in full with the policies and guidelines set forth by Midway Christian Church. We understand that there is a \$400 non-member deposit required.

Bride Signature _____

Groom Signature _____

Approved by church official _____

Note:

All payments for services, excluding the security deposit, should be made at least one week prior to the date of the wedding.

Payment for use of church facilities should be made out to Midway Christian Church. All other payments should be made out to the individual providing the service.

SERVICES	AMOUNT
❖ Minister for Non-Member	\$200.00
❖ Host/Hostess (mandatory for Non-member)	\$100.00
❖ Custodian (mandatory)	\$ 75.00
FACILITIES	
❖ Sanctuary	\$200.00
❖ Fellowship Hall	\$150.00
Non-Member Security Deposit	\$400.00

MIDWAY CHRISTIAN CHURCH
Policy and Guidelines for Weddings
(And other *special event* use of church facilities)
Revised 7-16-08

- FILLING OUT AN "APPLICATION WORKSHEET FOR USE OF CHURCH FACILITIES"

Before a date is placed on the church calendar, an "Application worksheet for use of church facilities" form must be completed and on file in the church office. When a date for the event has been selected, the applicant must clear the date with the church secretary.

- SECURITY DEPOSIT

A security deposit of \$400 is required by non-members to hold the date requested and as a guarantee against any damage or destruction of church property during the use of church facilities. The security deposit must be included when the form is returned to the church office. This check should be made payable to: Midway Christian Church. The un-cashed check will be returned to the wedding party within one week following the event, barring no damages incurred. If damages are incurred, the party will be notified and all or part of the deposit will be used for repairs. Midway Christian Church is NOT responsible for any items left in the building.

- RESERVATION LIMITATIONS

Because of other church services and activities, there are times when it is not possible to schedule a wedding or special event. There will be no weddings or special events scheduled for Sunday and Wednesday nights due to regularly scheduled church activities. There will be no weddings scheduled for special days such as: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Easter Week, Thanksgiving, Christmas Eve or Christmas Day.

- SCHEDULING RESTRICTIONS

Saturday weddings, with receptions at the church, will not be scheduled to begin after 6:00pm.
Saturday weddings, without receptions at the church, will not be scheduled to begin after 7:00pm.
All weddings and receptions at the church are to be concluded by 9:30pm.

- DESCRIPTION OF FACILITIES

The Sanctuary and annex room will seat approximately 250-300.
The Fellowship Hall seats approximately 130.
One bathroom used by both men and women is located near the Fellowship Hall.
There are additional rooms located in the basement below the Sanctuary that can be used as dressing rooms. There are also restrooms located in the basement.
Everything except the piano, organ, and lectern can be removed from the stage area; however it must be returned to its original condition before the party leaves the church.

- OFFICIATING MINISTER

The ordained Minister of Midway Christian Church will perform the wedding ceremony. Other participants must be approved, in advance, by the officiating minister. Please indicate the guest minister's name and contact information on the "Application worksheet for use of church facilities" form. All couples who are to be married by the minister of Midway Christian Church are expected to meet with the minister to discuss the service and participate in pre-marital counseling. It is expected that participating ministers robe for the ceremony.
If a minister other than the MCC minister is officiating the wedding, you must use the MCC host/hostess. The host/hostess will be available during the rehearsal and the ceremony to answer any questions and to assist with the opening and closing of the facilities.

- LICENSE

A marriage license must be obtained by the bride and groom from a county clerk within the State of Kentucky. The license must be in the hands of the officiating minister at least one week prior to the wedding so it can be properly completed and executed.

- RICE, BIRDSEED, ROSE PETAL, ETC.

Rice, birdseed, or confetti may not be thrown anywhere inside the church buildings.

Flower petals can only be used if there is an aisle cloth/runner.

Birdseed is permissible outside the building. Any sidewalks or steps should be swept clean by the wedding party immediately following.

- FLOWERS, CANDLES AND OTHER DECORATIONS

It is the responsibility of the bride and groom to arrange with a florist or other vendors for decorations and to see that the guidelines of the church are followed. The florist is responsible for contacting the church office ahead of time to arrange for access to the areas to be decorated.

All personal items, decorations and any other items must be removed as soon as the wedding is over.

No flower arrangements or candles may be placed on the piano or organ.

Only dripless candles may be used. When candles are used in the windows or on any carpeted areas, care must be taken to protect all surfaces.

The church does not have candelabra's for use.

Nails, thumbtacks, hot glue, or gum cannot be used anywhere. Tape of any type is prohibited on any painted surfaces.

Any pew decorations must be attached with ribbon or elastic. No brackets may be used over the pews unless protective covering is used.

Please be aware that during certain times of the year (ex: Easter, Christmas), the church's seasonal décor will remain in place.

If the wedding party wishes to leave flower arrangements for the church to use in its regular worship services, please inform the hostess. We welcome the use of any donated flower arrangements.

- PHOTOGRAPHER/VIDEOGRAPHER

It is the responsibility of the wedding party to arrange with a photographer / videographer and see that the guidelines of the church are followed.

Photographs may be taken before the service and after the recessional. No Flash pictures may be taken during the actual ceremony. A stationary video camera will be permitted during the ceremony as directed by the presiding minister.

- MUSIC

Midway Christian Church is a traditional church and we encourage you to keep a traditional style when planning your wedding in our sanctuary. A wedding is a worship service. We ask that all music be appropriate for worship and convey the dignity of the sanctuary and significance of the wedding ceremony.

Arrangements for the church pianist should be made individually, not through the church office. Please make contact well in advance to allow for scheduling. Musicians must make arrangements through the church office for rehearsal times.

If a guest organist/pianist is requested, the minister and pianist must have approval.

Compensation should also be made individually.

We do **not** allow any tape, CD, or recorded music.

- SMOKING

Smoking is **NOT** allowed in any area of the church building or Fellowship Hall. Please do not litter outside entrances with discarded smoking materials.

- ALCOHOLIC BEVERAGES AND/OR DRUGS

Alcohol and drugs of any kind is **NOT** permitted in any of the church facilities or on church grounds.

- FOOD AND DRINK

Food and drink are not allowed in any area of the church other than the Fellowship Hall.

- USE OF FELLOWSHIP HALL

Non-members may not use the kitchen to prepare or cook food. You may have food catered.

No food should be left in the church refrigerators after the event.

Fellowship Hall is available for rehearsal dinners for church members only.

Music is permitted in the Fellowship Hall, we have an organ and piano, or you may use an instrumentalist; however, we do not allow disc jockey's.

- MEMBERS / NON-MEMBERS

No security deposit will be required of members.

For the purpose of determining fees, a "**Member**" is defined as someone who is an active, participating, and supportive member of Midway Christian Church. He or she is involved in a regular, intentional way in the worship services and nurturing of the church. The member status may be designated to the bride, groom, or at least one parent or grandparent of the couple.