

**New Philadelphia Moravian Church
Wedding Contract**

Rev. 8/08

A. Regulations Regarding Weddings

1. The services and facilities of New Philadelphia Moravian Church are offered to its members, and to non-members in accordance with the policies approved by our church boards. Weddings will be coordinated through the Senior Pastor and the Officiating Pastor is responsible for all wedding activities he presides over.
2. **Reservations:** Reservations for a Wedding must be made through the Pastoral Staff in the Church Office at least 30 days in advance. Non-Members may not book earlier than four months from the date of the actual service. General details of the Wedding, including Premarital Counseling, the Rehearsal and Reception shall be discussed with the Pastor(s) *before* the date and time are placed on the Church Calendar. If you are planning a Reception at the church, arrangements to reserve the Fellowship Hall, the Banquet Room, the Parlor, or the Pavilion should be made at the same time that the Wedding Ceremony itself is scheduled.
3. **Premarital Counseling:** We require each couple to have Premarital Counseling from the minister who will officiate at their wedding. Our pastors usually require at least two counseling sessions and a rehearsal.
4. **Minister:** No fee is charged by our Pastor(s) when officiating at the wedding of a Member of New Philadelphia Moravian Church. An honorarium is acceptable. For Non-Members, the standard fee for two counseling sessions, a rehearsal and the ceremony is \$150.
5. **Visiting Ministers:** If a visiting minister is to conduct the ceremony, prior approval must be obtained from the New Philadelphia Senior Pastor.
6. **Wedding Director:** The bride is required to designate someone other than the Minister to serve as the Wedding Director. The Director shall consult our pastor to become familiar with the customs and traditions of New Philadelphia.
7. **Music:** Only music appropriate for a church ceremony may be used. If there are questions regarding musical selections, you shall discuss them with the pastor and church organist.
8. **Organist:** A Church Organist is available to play for Weddings. A minimum fee of \$150 is charged for this service, to be paid directly to the Organist. A conference should be scheduled with the Organist to determine what music shall be included. If a guest organist is to play for the service, the church office is to be notified. The guest organist should call the church office to discuss the matter with the church Director of Music.
9. **Audio-Request:** See section entitled, "Audio-Video Services for Your Wedding."
10. **Decorations:** In planning for decorations, remember that a Wedding is a service of worship and plan accordingly. Please notify the church office of the florist you have selected. No nails, tacks, or screws are to be inserted in any part of the building or furnishings. No artificial platforms or structures are to be used. Candles are to be furnished by the florist. The "Chase Candle" is required by the church. A key that admits the florist must be picked up by a member of the wedding party. It is labeled "FLORIST". A deposit of \$25 is required at the time of pick-up. The deposit will be refunded by mail no later than 10 days after the key has been returned to the Church Office.
11. **Florists:** Florists are responsible for any property damage or cleaning expenses incurred by the use of candles and other materials. It is the responsibility of the wedding party to insure that any floral arrangements that are to be left for the church be put in an appropriate location. **The florist or family should remove other floral arrangements and/or additional property within 3 hours after the service so that the sanctuary can be cleaned by the cleaning service.**
12. **Catering:** Catering services must be provided by the persons holding the reception. The wedding party will be responsible for the general cleanliness of the space used.

13. Clean-up and Lock-up: Two hours after the end of the event, the wedding party is responsible for personal item clean-up and lock-up of church property. Both Members and Non-Members will pay the scheduled facility clean-up fee for room(s) utilized during the wedding as outlined in Sections **B.** and **C.** in this document.

14. Miscellaneous Rules and Regulations: The bride and/or bridegroom should inform all members of the wedding party of the following rules and regulations:

- a. No alcoholic beverages may be served on church property.
- b. No flash photography equipment may be used in the sanctuary during the ceremony.
- c. No rice or birdseed may be thrown in the sanctuary or anywhere inside the building.
- d. Smoking is not permitted in church buildings.
- e. No sanctuary furniture may be moved without permission from the pastor. If permission is granted, all furniture must be returned to its proper location. Any damage incurred is the responsibility of the wedding party.
- f. The bride and bridesmaids should dress in the parlor, and the groom and groomsmen in the Conference Room located on the first floor.
- g. Personal valuables should not be left in dressing rooms. The church cannot be responsible for the theft of personal items.

B. Wedding Fee Schedule for Members: Includes Cleaning.

Your Fees pay for heat or cooling our facility. They also include a Cleaning Fee. This fee **ONLY** covers: sweeping, dusting, cleaning of bathrooms, the emptying of trash, the mopping of the kitchen, etc. **The RESPONSIBLE INDIVIDUAL is asked to pick-up the area and to return all furniture and other items moved back to their original location. (This also includes the flowers for Sunday service (if already in place) and the parament belonging in the pulpit).** Those using the kitchen, or their caterers, should adhere to the Kitchen Clean-up Procedures listed in Section VI herein.

Sanctuary	\$ 75.00	_____
Fellowship Hall	\$ 75.00	_____
Pavilion/Youth Building.....	\$ 50.00	_____
Key Deposit	\$ 25.00	_____
Parlor w/kitchen.....	\$ 50.00	_____
Kitchen (Hot)	\$100.00	_____
Kitchen (Cold).....	\$ 50.00	_____
Banquet Room	\$ 50.00	_____
Fire House	Not to be used	
Scout Hut	Not to be used	
Youth Building	Not to be used	
Audio/Video Services	See attached	

C. Wedding Fee Schedule for Non-Members: Includes Cleaning

Sanctuary	\$275.00	_____
Banquet Room	\$275.00	_____
Classrooms	\$ 25.00	_____
Conference Room	\$ 25.00	_____ (No charge with weddings)
Fellowship Hall	\$375.00	_____
Key Deposit	\$ 25.00	_____
Kitchen (Hot)	\$200.00	_____ (Rented only with FH or BR)
Kitchen (Cold).....	\$125.00	_____ (Rented only with FH or BR)
Parlor	Not rented.	Exception: No charge with weddings
Old Fellowship Hall	Not rented.	
Youth Building/Pavilion	Not rented.	
Fire House	Not rented.	
Scout Hut	Not rented.	
Audio/Video Services	See attached.	

Kitchen Clean-Up Procedures

The cleaning fees (see B. and C. herein) and key deposit of \$25.00 must be paid when the key is picked-up.

- A. All dishes must be properly washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
- B. All silverware must be properly washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
- C. All pots and pans must be washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
- D. The dishwasher must be emptied, *drained* and cleaned, and the dishwasher trays must be put away dry.
- E. All washable dish towels need to be put into the washing machine, but not washed.
- F. All appliances, especially the stove and refrigerator must be properly cleaned. *Do not leave perishables in the refrigerator.*
- G. Everything that has been used in the kitchen must be returned to its original place.
- H. Spills must be cleaned-up. *Sinks and steam tables should be wiped of all excess water.*
- I. The trash must be properly bagged & tied in the plastic garbage bags supplied.
- J. Everything must be returned to the state in which it was found with the following exceptions:
 - 1. The floor will be swept and/or mopped for you.
 - 2. The bathrooms will be cleaned for you.
- K. The lights must be turned off and the doors locked. The Responsible Individual must insure the security of the building.

Wedding Information Form

Name of Groom: _____ **Tel: H** _____ **W** _____

Email: _____

Address: _____

Street: _____

City: _____

State: _____

Zip: _____

Name of Bride: _____ **Tel: H** _____ **W** _____

Email: _____

Address: _____

Street: _____

City: _____

State: _____

Zip: _____

Date and Time of Wedding: _____

Date and Time of Rehearsal: _____

1st Counseling Session: _____ **2nd Counseling Session:** _____

Person responsible for personal cleanup/lockup: _____

Telephone: H _____ **W** _____

Signature: _____ **Date:** _____

NEW PHILADELPHIA MORAVIAN CHURCH
AUDIO/VIDEO SERVICES FOR YOUR WEDDING

*4440 COUNTRY CLUB ROAD
WINSTON-SALEM, NC 27104
336-765-2331*

- A. REQUESTS:** (To be submitted on this form after carefully reading the conditions outlined below).
- B. Video Services at Weddings:** At this time New Philadelphia recommends that persons who desire video of their weddings contact a professional Videographer. Your Videographer will be responsible for supplying, installing, and using all the necessary video and audio connections to tape your service. He will most certainly want to provide his own, quality microphones that have been tested to work with his system. Professionals prefer to work with their own equipment, and we require it.
- C. Audio Services at Weddings:** In the past, we have conducted many weddings at New Philadelphia without amplifying the service electronically. This is still an option. However, Should you desire to use the Sanctuary Audio System, then you must hire one of our trained Audio System Operators. Your request for an Audio System Operator should be made at the time of the 1st Counseling Session with one of our Pastors. Following your request, the Church Secretary, will fill your request by contacting an Audio System Operator. The Operator's name, telephone number, and email address as appropriate will be forwarded to you with-in one week of your request. You may then contact the Operator that has been assigned to you with questions you have regarding your wedding.
- D. What to Expect:** Our Audio System Operators want your wedding to be a success. They will work with you to insure that your guests will be able to enjoy your music and hear your vows. They will also furnish you with a tape of the service. However, this tape is just a by-product of amplifying the sound in the sanctuary, and is not intended nor guaranteed to be professional quality.
- E. Time Required for Audio Services:** In order to adequately amplify your wedding an Audio System Operator will need to work approximately three hours. 1) They will need to test and pre-set the equipment. 2) They will need to attend your rehearsal. 3) They must, of course, attend your wedding. We do not vary from this policy. Three hours is the minimum, and our fees reflect that fact. If you desire to consult with your Audio System Operator about additional audio services, you may do so.
- F. Cost:** The cost for Audio Services as described above is \$150.00. If the time exceeds three hours, there is an additional fee of \$35.00 for each hour or part there of. If one desires Audio/Video (sound or projection) services in the Fellowship Hall, without Audio Services in the Sanctuary, there is an initial fee of \$150.00 (minimum) for the first three hours, and an additional fee of \$35.00 for each hour or part there of. If one desires services in the Sanctuary (\$150.00), and in the Fellowship Hall, the fee for the Fellowship Hall is \$35.00 for each hour or part there of beyond the wedding proper with a minimum charge of \$70.00.
- G. Payment:** Payment must be made to the Church Secretary at the 2nd Counseling Session with one of our pastors. The check should be made out directly to the Audio/ Video System Operator who has been assigned to you.

REQUEST FOR AUDIO/VIDEO SERVICES

To Be Completed By the Responsible Individual Requesting Services

Disclaimer of Responsibility: New Philadelphia Moravian Church makes no warranties, expressed, implied, or otherwise, concerning the fitness of its audio-video systems for any particular purpose, or the skill or ability of any of its operators and hereby specifically disclaims any responsibility for any damages, actual or consequential, that any individual may incur as a result of using the Audio/Video systems, whether such damages are incurred due to a deficiency in the Audio/Video systems or through the error of any of the operators.

I Request the Following Service(s):

Date & Time of Wedding:

Date & Time of Rehearsal:

Name of Responsible Individual:

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____

Cell Phone: _____ Email: _____

I have read and agree to abide by the policy of New Philadelphia Moravian church as stated above:

Signed: _____

Date of Request: ____/____/____ (Month/Day/Year)

(For office use only)

Operator Assigned:

Name: _____

Phone: _____

Email: _____

Services Requested: Sanctuary (Audio Only) .

Fellowship Hall: (Audio)____ (Video)____

Date Assigned: ____/____/____ (Month/Day/Year)

Payment Received: ____/____/____ (Month/Day/Year)