

## FAITH SANCTUARY WEDDING APPLICATION

This application must be completed and returned to the church office, fees paid and wedding approved by the Senior Pastor before any wedding date will be reserved at Faith Sanctuary. Cheques and money orders should be made payable to Faith Sanctuary.

DATE OF APPLICATION: \_\_\_\_\_

### FOR OFFICE USE ONLY:

- \$200 Pre-marital Course.
- Church Rental & Cleaning Fee \$ \_\_\_\_\_
- \$200 Late Arrival Deposit\*  
(\*forfeited if wedding starts more than 30 minutes late)

### BRIDE INFORMATION

SURNAME		GIVEN NAMES	
HOME PHONE NUMBER	WORK PHONE NUMBER	EMAIL ADDRESS	SURNAME AFTER MARRIAGE
MARITAL STATUS:	<input type="checkbox"/> NEVER PREVIOUSLY MARRIED	<input type="checkbox"/> WIDOWED	<input type="checkbox"/> DIVORCED(Copy of divorce certificate required)

### GROOM INFORMATION

SURNAME		GIVEN NAMES		BIRTHDATE (YEAR/MONTH/DAY)	BIRTHPLACE
HOME PHONE NUMBER	WORK PHONE NUMBER	EMAIL ADDRESS			
MARITAL STATUS:	<input type="checkbox"/> NEVER PREVIOUSLY MARRIED	<input type="checkbox"/> WIDOWED	<input type="checkbox"/> DIVORCED(Copy of divorce certificate required)		

### WEDDING INFORMATION

WEDDING DATE REQUESTED		WEDDING START TIME	RECEPTION START TIME
NAME OF OFFICIATING CLERGY		RECEPTION LOCATION	
NAME OF SOLOIST(S)		NAME OF MUSICIAN(S)	NAME OF SOUND TECHNICIAN
REHEARSAL DATE	REHEARSAL TIME	NUMBER IN WEDDING PARTY	NUMBER OF GUESTS EXPECTED
PLEASE RESERVE THE FOLLOWING LOCATIONS FOR WEDDING: <input type="checkbox"/> MAIN SANCTUARY <input type="checkbox"/> CHAPEL (seats up to 75)			

By submitting this application, I confirm that I accept all Faith Sanctuary wedding guidelines, and that all information submitted on this application is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

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



Marriage was instituted by God Himself, and so every wedding is a sacred occasion. Your wedding will be most meaningful to you, and to your family and friends, when there is care taken to preserve the sanctity of the church and the dignity of Christian marriage. For this reason, we have prepared the following guidelines to help you plan your wedding at Faith Sanctuary. Please read carefully and let us know if you have any questions or concerns.

**Pre-marital Instruction:**

Marriage is an honorable institution which should not to be entered into unadvisedly or without preparation. Faith Sanctuary requires that couples complete the pre-marital course offered at the church, BEFORE their wedding. There are three four hour sessions in the course, designed to help couples develop strong foundations for a lasting marriage. They include: Communication, Commitment, Resolving Conflicts, Intimacy & Keeping Love Alive, Shared Goals and Values, and Financial Development. The course is offered in the Spring (for Fall and Winter weddings) and in the Fall (for Spring & Summer weddings). A charge of \$200.00 per couple covers instructors and course material.

**Reserving a Wedding Date:**

No wedding date will be reserved at Faith Sanctuary until the wedding application is submitted and approved by the Senior Pastor and all fees have been paid. You should request your wedding date as early as possible, as bookings are made on a first come, first served basis with the church calendar taking priority.

**The Wedding Rehearsal:**

You are responsible to ensure that all participants in the bridal party are present and on time at the rehearsal, including parents, groomsmen, bridesmaids, musicians, soloists, etc. The rehearsal is not a time to decorate the sanctuary, nor is it a time for musicians and soloists to practice. Please ensure that they have learned their selections prior to the rehearsal. A wedding rehearsal, properly planned, should take less than one hour.

**The Officiating Minister:**

One of our Pastoral Staff will normally officiate at weddings held at Faith Sanctuary. Any variation from this policy should be discussed and approved before any other arrangements are made. It is the policy of our pastors to meet with each couple in preparation for their marriage, since our desire is to help you approach your wedding ceremony as one of life's most significant and spiritual moments.

**The Marriage License:**

It is your responsibility to obtain an Ontario Marriage License and submit it to the pastor/minister officiating at your wedding not less than two weeks prior to the ceremony.

**Wedding Music:**

It is important to keep in mind that your wedding is conducted as a service of the church and therefore the music chosen should be in keeping with a sacred setting. Please refrain from all music and/or lyrics that would not be appropriate in a church setting. If it is at all questionable, please make another selection. A Faith Sanctuary appointed sound technician must be obtained for your rehearsal and wedding (the suggested honorarium is \$75.00).

**Church Decorum:**

Please ensure that any multi-media used (photos, videos, etc.), is appropriate for a church setting, and that jokes, stories, etc. used at your reception are also tasteful. You are responsible for communicating this to all participants. We also require that one of the ladies on our pastoral staff approve the Bride's and Bridesmaids' dresses in order to ensure modesty in keeping with our church sanctuary. What is now acceptable in secular settings is not necessarily modest in a church environment.

**Wedding Decorations:**

It is the responsibility of the bride and groom (and/or the persons they designate) to arrange for the setup and cleanup of all decorations. It is important that no fasteners be used that might mar the furnishings or walls of the church. Deliveries, setup and cleanup times must be arranged at the convenience of church staff and should be coordinated beforehand with the church office. Careful planning is the key!

Pews can be easily scratched, so please use extreme caution when attaching decorations. In order to protect the carpeting, plastic materials must be placed under all floral arrangements. No candles are permitted to be used in the church facilities, except for unity candles on a stand which can catch any melted wax that may be present. Church furniture may not be moved, except for the pulpit, chairs and table on the front section of the stage. Please consult with a staff member before rearranging anything on the stage, and note that you are responsible to return this furniture to its proper place after the wedding. Your cooperation is expected and appreciated in the prompt removal of all decorations following the ceremony.

**Photography & Videography:**

It is the responsibility of the bride and groom to instruct your photographer regarding your particular wishes and expectations. However, with respect to the sacredness of the wedding ceremony, it is inappropriate to have a photographer/videographer moving about and causing a distraction once the ceremony begins. Please instruct your photographer to be as discreet as possible.

**Use of Church Facilities:**

Only the areas reserved are open to the bridal party and their guests; the remainder of the church facilities are considered off limits. The Church Nursery is not available for use during your wedding. Musical instruments and PA equipment on the rear section of the stage may not be moved, and may only be used with permission. NO smoking or alcoholic beverages are permitted on church property, and dances are not permitted. Any damage to church facilities will be billed to the party making the reservation. Confetti is not to be thrown in the building or anywhere near the church entrances.

**Wedding Receptions:**

Unfortunately, our facilities for banquets, luncheons or social receptions are quite limited and can only legally accommodate 70 people comfortably. The charge for these events varies depending on the actual number of people attending the event. (Please see fee schedule on the following page.)

**Wedding Coordinator:**

Faith Sanctuary has an event coordinator who will be contacting you regarding details in this wedding guide. The event coordinator will be able to answer any further questions you may have.

***NO WEDDING APPLICATION WILL BE APPROVED AND NO DATES WILL BE RESERVED UNTIL THE BRIDE AND GROOM HAVE HAD AN INTERVIEW WITH THE SENIOR PASTOR.***

***FAITH SANCTUARY RESERVES THE RIGHT TO REFUSE ANY WEDDING CEREMONY.***



## FEE SCHEDULE FOR WEDDINGS

### Rental and Cleaning Fees:

The rental and cleaning fees must be paid with your application. Please make your cheque or money order payable to Faith Sanctuary

	<b>Rental Fees</b>	<b>Cleaning Fees</b>
Main Sanctuary	\$250.00	\$150.00
Upper Chapel	\$125.00	\$75.00
Lower Chapel (for luncheon/reception)	\$400.00	\$150.00

### Ministerial Fees:

Soloist	\$75.00
Musician	\$100.00
Sound Technician	\$75.00
Officiating Clergy	\$150.00

### Refundable Late Arrival Deposit:

A refundable cash deposit of \$200.00 is required for all wedding ceremonies, which will be forfeited if the wedding begins more than thirty (30) minutes late. This deposit will be returned to the couple after the wedding, if it begins on time.

### Pre-Martial Course Fees:

The Pre-Martial course fee of \$200.00 must be paid with your application.

*Please note: It is best if honorariums are distributed at the conclusion of the wedding rehearsal or just before the start of the wedding ceremony.*