

# Wedding Application Packet

## Overbrook Presbyterian Church

*(updated August 2015)*

To apply to be married at Overbrook Presbyterian Church, please return this completed packet, along with the deposit amount listed on the Wedding Fee Schedule, to the Overbrook Church Office.

- Please wait for a written confirmation from the church office before publishing your date or making arrangements with wedding vendors or reception venues.
- Please be aware that Overbrook Presbyterian Church reserves the right to schedule multiple weddings and events on the same date, so you may not be able to alter the time of your wedding service once it has been confirmed.
- Any changes to dates/times after your wedding is confirmed must be requested by the couple, and approved by the church office, in writing.

We acknowledge that we have received and read the Overbrook Presbyterian Church "Wedding Information Guide" *(updated August 2015)*. We understand that all policies within the guide apply to the date of, and preparation for, our requested Service of Christian Marriage at Overbrook Church.

Applicant #1: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2: \_\_\_\_\_ Date: \_\_\_\_\_

Overbrook Presbyterian Church

**Wedding Fee Schedule**

The following are the fees for the Service of Christian Marriage at Overbrook Presbyterian Church. All fees are due to the church office six weeks prior to the scheduled date of the Service of Christian Marriage. An invoice will be sent to the couple approximately nine weeks before the wedding date.

**Total Cost for Sanctuary Service** **\$1,900.00**

Includes:

|  |          |
|--|----------|
| Use of the sanctuary for rehearsal and service | \$850.00 |
| Wedding Coordinator                            | \$200.00 |
| Custodial Fee                                  | \$150.00 |
| Officiating Pastor                             | \$400.00 |
| Organist*                                      | \$300.00 |

**Total Cost for Chapel Service** **\$1,450.00**

Includes:

|   |          |
|---|----------|
| Use of the chapel for rehearsal and service | \$400.00 |
| Wedding Coordinator                         | \$200.00 |
| Custodial Fee                               | \$150.00 |
| Officiating Pastor                          | \$400.00 |
| Organist*                                   | \$300.00 |

**Extras:**

Décor Services (optional):

|                           |         |
|---------------------------|---------|
| Two Candelabra (14)       | \$17.50 |
| Center Aisle Candles (24) | \$30.00 |
| Ten Wall Sconces (30)     | \$37.50 |

Additional Staffing:

|   |   |
|---|---|
| Overtime for Coordinator**                | \$50.00/hr                              |
| Overtime for Custodian**                  | \$50.00/hr                              |
| Overbrook Church Soloist                  | (variable, in addition to organist fee) |
| Organist Rehearsal with External Soloist* | \$50.00/hr                              |

**Deposit** **\$500.00**

A deposit is required to secure the wedding date and will be returned within thirty days after the ceremony, minus any fees incurred for overtime or misuse of facilities. If the wedding is cancelled, any fees for preparation services already rendered by Overbrook staff will be deducted from the deposit. Your date is not considered to be finalized until it is confirmed in writing by the church office.

\*Additional charges may be incurred if the organist or the soloist is to accompany other musicians and/or would require extra rehearsals.

\*\*Should access to the building be needed beyond the normal 2 hours before the service and 1 hour after the service, additional time is billable in one hour increments, and must be arranged prior to the wedding date.

We acknowledge that we have read this fee schedule, which applies to our requested wedding date at Overbrook Presbyterian Church, and that all fees associated with the wedding must be paid in full six weeks prior to the scheduled date.

Applicant #1: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2: \_\_\_\_\_ Date: \_\_\_\_\_

Overbrook Presbyterian Church

**Wedding Application**

What is your requested wedding date? \_\_\_\_\_ time? \_\_\_\_\_

What is your requested rehearsal date? \_\_\_\_\_ time? \_\_\_\_\_

**Applicant #1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Which is your preferred method of contact (check one): Email: \_\_\_\_ Home Phone: \_\_\_\_ Cell Phone: \_\_\_\_

Are you a member of Overbrook Presbyterian Church? Yes \_\_\_\_ No \_\_\_\_

If not, what is your church affiliation: \_\_\_\_\_

**Applicant #2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Which is your preferred method of contact (check one): Email: \_\_\_\_ Home Phone: \_\_\_\_ Cell Phone: \_\_\_\_

Are you a member of Overbrook Presbyterian Church? Yes \_\_\_\_ No \_\_\_\_

If not, what is your church affiliation: \_\_\_\_\_

Is there any other personal information you'd like us to know?

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Would you prefer to be married in the Sanctuary (250 capacity) or the Chapel (40 capacity)? \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Would you like music during your wedding service: Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to have a soloist? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to have an instrumentalist? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Attendants for Applicant #1: \_\_\_\_\_

Number of Attendants for Applicant #2: \_\_\_\_\_

Do you plan to have children involved in the service (ie: ring bearer)? Yes \_\_\_\_\_ No \_\_\_\_\_

If you plan to have a photographer/videographer\*, please provide name and contact information here:

\_\_\_\_\_

If you plan to have a florist\*, please provide name and contact information here:

\_\_\_\_\_

If you plan to have an external wedding planner\*, please provide name and contact information here:

\_\_\_\_\_

**Requested Overbrook Décor Services:**

Two Candelabra (14) Yes \_\_\_\_\_ No \_\_\_\_\_

Center Aisle Candles (24) Yes \_\_\_\_\_ No \_\_\_\_\_

Ten Wall Sconces (30) Yes \_\_\_\_\_ No \_\_\_\_\_

**Requested Overbrook Additional Staffing**

Overtime for Coordinator (please list requested times) Yes \_\_\_\_\_ No \_\_\_\_\_

Overtime for Custodian (please list requested times) Yes \_\_\_\_\_ No \_\_\_\_\_

\*If currently unknown, please leave blank and inform us when chosen.

Are there any special requests you'd like the Overbrook Church Staff to consider as part of your wedding service (ie: both applicants to be walked down the aisle by parents; extra participants, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Overbrook Presbyterian Church  
**Photography/Videography Guidelines**

In order to maintain the spirit of Christian worship for the Service of Christian Marriage, Overbrook Church has established guidelines for photography/videography. We ask that the couple preparing for marriage, and the photographer/videographer who will be documenting the event, please read through the points and sign where indicated below. (For the purposes of this document: "vendor" will represent the words "photographer/videographer;" "sanctuary" is synonymous with the word "chapel" and defines the main worship space; "chancel" defines the sanctuary area in front of the first pew.)

- On the wedding date, vendors must be dressed appropriately for a worship service and must check in with the Overbrook Wedding Coordinator as soon as they arrive before any equipment is set up or photos are taken.
- Photographs/Videos may be taken during the service only by the vendor designated by the bride and groom.
- Non-flash photography/videography may be done from the rear of the Sanctuary, or from the Balcony at anytime during the ceremony. Artificial light sources are not permitted in the sanctuary.
- Vendors will locate themselves in a pew, rather than the center aisle, so as to not disturb the pace of the processional/recessional (and to not obstruct the couple's view of each other during the processional).
- Vendors are permitted to take pictures from behind the last row of pews in which guests are seated, so as not to disturb or distract guests from the worship service.
- Vendors must not roam around the sanctuary during the wedding service.
- Video equipment must be placed in an unobtrusive location in the balcony or chancel (approved by the Overbrook Wedding Coordinator in consultation with the Senior Pastor) no later than 30 minutes before the service begins. Once the equipment is set up on the wedding day, vendors are not permitted to make changes or change positions. If there is an equipment failure mid-service, the vendor will not be able to enter the chancel area to service the equipment.
- If microphones are being used, the vendor must reconcile them with the church's sound system. If there is a problem with the vendor's microphone causing interference with the church's sound system, the vendor will immediately turn off it's microphones.
- Couples are encouraged to have photographs of the wedding party taken before the service. Photography before the service may begin up to two hours before the service, but must be completed no later than 30 minutes before the service begins.
- Photos taken following the service must be completed quickly so that the wedding party is able to leave the building no later than one hour after the recessional. Extending beyond the one hour will result in overtime charges for the staff. Prompt dismissal of the guests following the service allows more time for photographs.
- Vendors who fail to comply with the Overbrook Presbyterian Church Photography/Videography Guidelines will not be permitted to work in the building in the future.

We acknowledge that we have read the Overbrook Presbyterian Church "Photography/Videography Guidelines," which applies to the requested wedding date at Overbrook Presbyterian Church for the applicants signed below.

Applicant #1: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2: \_\_\_\_\_ Date: \_\_\_\_\_

Photographer\*: \_\_\_\_\_ Date: \_\_\_\_\_

Videographer\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*The church office will send a copy of this directly to the vendors for their signatures.