

## Wedding Checklist and Contractual Agreement

### **Wedding Party Responsibilities**

1. Call wedding coordinator to schedule and confirm wedding date/time.
2. Confirm wedding date with your minister of choice.
3. Turn in request form and \$250 refundable deposit to church to secure date. (Make checks payable to Community Bible Church.)
4. Pay additional fees no later than one month prior to wedding. (See price list.)
5. Remove any and all equipment/supplies not belonging to Community Bible Church promptly after the wedding. (Including all items in the bride/groom dressing areas and any other rooms used during wedding activities).
6. Secure a contact person (not in the wedding party) who will be responsible for removing non-church property promptly after wedding.
7. Do not move any church equipment without prior permission of Community Bible Church.
8. Replace any equipment you have moved.
9. Follow all instructions outlined in "Wedding Policy".

### **Community Bible Church Responsibilities**

1. Provide sound/computer technician and equipment.
2. Provide custodial staff for post-wedding clean-up.
3. Provide building supervision to lock, unlock, and occupy building at designated times as well as assist with temperature control in building.
4. Provide wedding coordinator and her services (see wedding policies).

I have read the above checklist as well as a copy of the wedding policies. In addition, I agree to be responsible for the outlined "wedding party responsibilities" as well as carefully regard the stated wedding policies. I understand that Community Bible Church reserves the right to keep any or all of my \$250 deposit if any of the policies are disregarded.

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Bride or Groom Signature

Date