

EASTMINSTER PRESBYTERIAN CHURCH

311 Haines Road, York, PA 17402 - Phone 717-755-6222

WEDDING INFORMATION FORM

RESPONSIBILITY AND RELEASE AGREEMENT

I/We, the undersigned ("Party") agree to utilize the buildings and grounds of Eastminster Presbyterian Church, 311 Haines Road, York, Pennsylvania 17402, ("Church") for the purpose of holding our rehearsal and wedding there on _____, 20____, herein after referred to as ("Activity") and to abide by the terms of this agreement and the requirements associated with such use as the Church has specified.

I/We, agree to assume financial responsibility for any damages to Church property caused by the Party, agents or guests of the Party or any other participant in the Activity.

I/We further agree and understand that neither the Church nor its officers, representatives, employees or agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm of other damage to the undersigned Party or agents or guests of the Party or to any other participant in the Activity.

As part of the consideration for being able to use the Church property I/We also understand and agree to:

1. Assume all risk in connection with participation in the Activity;
2. Release the Church, its officers, employees, agents or representatives from liability from any damage that may occur while participating in the Activity;
3. Save and hold harmless the Church, its officers, employees, agents or representatives from any claim by Party, agents or guests of the Party or any other participant in the Activity arising out of participation in any manner in the Activity;
4. Authorize the Church, its employees or agents to render or obtain emergency medical care or treatment as may be necessary should any injury, harm or accident occur during the Activity.

This agreement, affirmation, Church usage, and Responsibility and Release Agreement is executed this _____ day of _____, 20_____.

Groom's Signature

Bride's Signature

Print Name: _____
Name: _____

Print

Approved by EPC Session at its August 20, 2012, Meeting

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A CHURCH WEDDING IS A WORSHIP SERVICE. The wedding party, guests, and the photographer(s)/videographer(s) must bear in mind that they are all guests in the house of God and, as such, must conduct themselves at all times reverently and in a worshipful manner. The pastor is in charge of all aspects of the service.

Full Name of Bride: _____ email: _____

Address / Phone: _____

Church Membership: _____

Full Name of Groom: _____ email: _____

Address / Phone: _____

Church Membership: _____

Proposed Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Meeting Date with Pastor: _____ Time: _____

Meeting Date with Wedding Facilitator: _____ Time: _____

Meeting Date with Organist: _____ Time: _____

Ceremony location: Sanctuary _____ Outdoor Center _____

Will the church office be printing the bulletins? (See info below+) Yes _____ No _____

+The church office must receive the information for the bulletin at least one month prior to the wedding date. The Bride must provide the bulletin covers at least two weeks prior to the wedding. The final copy of the bulletin will be provided to the bride for approval no later than one week prior to the wedding date.

Name of Photographer(s): _____ Cell Phone: _____
Name of Videographer(s): _____ Cell Phone: _____

Two copies of Eastminster's Guidelines for Photographer(s)/Videographer(s) are provided in the wedding packet of information. One copy is for the couple and a copy should be given to each photographer and/or videographer. The couple is responsible for getting their photographer and/or videographer to sign and return this agreement to our church office no later than two weeks prior to the wedding. (A self-addressed envelope is enclosed.)

Name of Florist: _____ Phone: _____

Note: *All containers for flowers must be provided by the florist. All flowers must be removed from the Sanctuary at the end of the ceremony.*

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For church use only:

DEPOSIT / BOOKING DATE:

On _____ the \$150 (non-refundable deposit) was received.

Cash: _____ (receipt given)

Check #: _____

Received from: _____

Rehearsal and Wedding dates were placed on the reservation calendar of the church by: _____

Will your reception be held in the Fellowship Hall? Yes _____ No _____

Time of Reception in the Fellowship Hall? _____ a.m. / p.m.

The renter shall provide their own, already prepared, food or hire a catering service.

The renter shall provide their own dishes, silverware and utensils.

The renter may not use the dishwasher in the Fellowship Hall's kitchen.

The renter shall provide their own tablecloths and any table decorations.

There will be an Eastminster Presbyterian Church representative in attendance to provide any necessary assistance.

Eastminster Presbyterian Church is a non-smoking campus.

No alcohol will be permitted on church property.

Approved by EPC Session at its August 20, 2012, Meeting