

Glen Ellyn Bible Church

Wedding Application

We request the use of facilities at Glen Ellyn Bible Church (GEBC). We agree to abide by the terms and conditions set forth by GEBC and agree to pay all deposits and fees. This agreement becomes effective upon acceptance by GEBC.

Date/Wedding: _____ **Start Time:** _____ **End Time** _____

Date/Rehearsal: _____ **Start Time:** _____ **End Time** _____

Bride's Name: _____ **Email:** _____

Groom's Name: _____ **Email:** _____

of Bridesmaids/Groomsmen: _____ **Anticipated # of Guests:** _____

I anticipate using the following as part of my ceremony: (Circle any that may apply)

Recorded Music Slideshow or images on screen Readings (not done by officiating pastor)

Live Music Table(s) in the lobby

Deposit of \$300 is required with the application to reserve the date. Date Received: _____

Any balance is due six weeks prior to the wedding date.

The Ceremony Fee includes: Usage of the Worship Center, Fireside Room, Elementary Classroom, set-up/clean-up, sound technician, and wedding contact.

Officiating Pastor: _____ Premarital Counseling Pastor: _____
(GEBC requires premarital counseling if married by a GEBC Pastor.)

For office use only:

Approvals:

Worship Ministries Director _____ Date _____

Officiating Pastor _____ Date _____

Premarital Counseling Pastor _____ Date _____

Sound Technician _____ Date _____

_____ \$300 Deposit Received	_____ Set-up forms submitted (WC/Fireside Room)
_____ Confirmation Invoice Sent	_____ Flower Delivery Time
_____ \$___ Balance Due Received	

Please see the other side for terms and conditions. Your signature is required.

Please read the following carefully to make sure that you fully understand and can agree with the terms and conditions.

Respect for Facilities

The facilities of Glen Ellyn Bible Church (GEBC) have been dedicated to God for purposes of worship, ministry, and fellowship. Everyone using these facilities is expected to conduct themselves and their events in a manner consistent with the purposes of the facilities. Please advise your guests/participants of our church policies.

Church Wedding Policies

1. The church will be open for a maximum of 4 hours.
2. In-house pre-marital counseling is REQUIRED if a GEBC Pastor is officiating the ceremony.
3. Tobacco and alcohol are prohibited on the premises. Food and beverages are not permitted in the Worship Center.
4. A flower girl may drop only light colored fresh flower petals and an aisle runner must be used. Dried/silk flower petals can be of any color. (GEBC does not provide aisle runners.)
5. The throwing of rice, birdseed, confetti, etc. is not permitted. Instead, fresh flowers or bubbles are recommended.
6. The usage of decorations, flowers, and candles (dripleless only) are subject to approval by the Worship Director. No staples, tacks or nails of any kind may be used on the pews, walls, or woodwork. All decorations and candles are supplied by wedding party and must be removed promptly after the wedding ceremony.

If the applicant or his/her guests engage in conduct or activities abusing the facilities or lacking respect for their purposes, they will be asked to vacate the premises immediately. GEBC will exercise discretion in acceptance of applications and reserves the right to monitor all events.

Set-up and Use of Equipment

Use of tables and chairs and normal set-up is included in the fees. For unusual set-up there will be an additional charge. It shall be the sole responsibility of the applicant to pay and arrange for the following: handle delivery, unloading, loading, and return of equipment borrowed or rented. Set-up information must be made available to the GEBC Wedding Contact at least two weeks prior to the wedding and must include a flower delivery time. All decorations and flower arrangements must be removed by the applicant immediately following the wedding ceremony. If decorations or flower arrangements are left on the church premises, it is up to the discretion of GEBC to dispose of them.

Cancellation

1. GEBC assumes no liability if an event must be canceled due to natural disasters, power failure, fire, etc.
2. In the unlikely event that GEBC must cancel for other reasons, GEBC will make every effort to provide as much notice as possible under the circumstances, and all deposits and fees paid will be refunded.
3. Cancellation by the applicant prior to 30 days in advance of an event shall result in a full refund of any deposits, less any expenses incurred by GEBC in anticipation of the scheduled event. Cancellation within 30 days of the event shall result in forfeiture of all deposits.

Applicant Signature

Date

GEBC Acceptance

Date