

## **APPROVAL PROCEDURE FOR THE USE OF EAST MAIN CHURCH FACILITIES FOR WEDDINGS**

1. Contact the Church Office in person or by phone.
2. Office Staff will advise the requesting party of
  - a. Availability.
  - b. Fees.
  - c. Guidelines for use and conditions if any.
  - d. **The use of facilities is not confirmed until application and fees have been received and approval granted by a representative of East Main Presbyterian Church's Session.**
3. Office Staff and applicant will fill out an application form, including all pertinent information including fees and the name of the responsible person who is in charge. It must be signed by the applicant.

**There are two forms to fill out.** The Wedding Application (p.11) must be filled out and money paid in order to reserve the room. The Information Form for Wedding (p.12) must be filled out and turned in at least four weeks prior to the wedding. Applicants will be notified regarding approval status within 1 (one) week of receipt of application and fees. Fees will be returned if approval is not granted.

4. Office Staff will provide a copy of "Guidelines for Weddings at East Main Church." These guidelines consist of rules and hints to help the wedding planning go smoother. It is the responsibility of the person making the application to be aware of and to follow the rules.
5. To fully reserve a room, full payment is due. The first party to fully pay the fee is considered the renter.
6. A report is to be made by the custodian after the use of the facility to the Office Staff of the condition of the rental unit. Fees for damages or excess custodial time will be assessed by the Office Staff.

## **Guidelines for Weddings at East Main Church**

Weddings should be happy and worshipful occasions. East Main wants to help you have that kind of wedding, and our facilities are available to you at a modest cost.

The Session of East Main encourages individuals and groups to make full use of these facilities. The Christian Church is a place of worship, prayer, and fellowship for all people. All conduct and programs should be consistent with Christian principles, and activities that are detrimental to this church's witness to the community shall not be permitted.

All activities held in the church must be scheduled at such times and places that the primary functions of the church shall have priority.

The person requesting the use of any facility shall be responsible for the group's compliance with the rules. This person is also responsible to report in writing and in detail, within 48 hours, any and all injuries of persons in their group while on the church premises. The custodian shall inspect and report any violations or damages to the church office.

All persons must vacate the building when the custodian leaves unless special arrangements have been made with the House Committee.

The use of alcoholic beverages, non-medically prescribed drugs or other intoxicants shall not be permitted. No person whose rational judgment and conduct is impaired by the use of intoxicants or drugs shall be permitted on the church premises. No smoking shall be permitted within the church at any time. No helium balloons of any type shall be permitted within the Sanctuary or the Recreation Hall due to possible damage to the ceiling fans. No tape or metal hooks are to be used on the pews. All candles used above carpets must be driplless.

The use of the building is under the jurisdiction of the House Committee and the Session.

**WEDDINGS:** Any man and woman who wish to be related to one another and to God in Christian marriage and meet the requirements of the state may be married in the church. Our Book of Order states that "Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith."

**MINISTER:** It is the responsibility of the wedding party to secure a minister to perform the marriage. Although most marriages in this church will have an East Main minister performing the ceremony, and we encourage that to be the case, the use of this facility does not guarantee that an East Main minister can perform the wedding. If a minister other than an East Main minister performs the wedding, that minister must be approved by the Session of East Main in order to perform the wedding. In addition, the State requires that the minister must be an "ordained minister who has filed credentials with the county clerk of the county in which he/she resides or in which the marriage is to be performed."

**PRE-MARITAL COUNSELING:** East Main Church expects that all pastors, including outside pastors, will conduct pre-marital counseling for the couple -being married.

**WORSHIP:** The minister will conduct the marriage service in keeping with the understanding of marriage in the Presbyterian tradition, and will consider any modifications or suggestions about the service that the couple may have. The character of the wedding as a service of worship should be kept in mind in the planning of the entire service. The minister will meet with the couple soon after the wedding is scheduled in order to review all matters pertaining to the wedding. All appointments for pre-marital counseling will be made with the minister.

**FLOWERS:** The couple will make arrangements for flowers directly with their florist. You should appoint someone who is familiar with the wedding party and family to be in charge of the flowers. That person should distribute them and pin them on before the ceremony on the day of the wedding. Any flowers still in the room at the end of the photographing session will be disposed of by the custodian. If you have vases of flowers in the front, you may leave them for the next Church service by indicating so on the "Information Form for Wedding" at the back of this packet.

**NO RICE, BIRD SEED, OR CONFETTI:** We request that you do not throw rice, bird seed, or confetti in or around the church. Clean-up is very difficult and it is very uncomfortable for the bride and groom. If rice, bird seed, or confetti is used, there will be an additional clean-up fee of \$25. Please place a line in your bulletin asking that no rice, birdseed, or confetti be thrown in or around the church. Soap bubbles are permitted outdoors.

**CRASH (RUNNERS):** Originally they served two purposes:

(1) To keep the white gown clean; (2) to serve as a symbol of the bride's purity.

The runner can be placed before the wedding begins, or it may be installed just prior to the entrance of the wedding party. It may be used, but is not necessary. If used it may be rented from most florists. (Kocher's still has the runners available.) The paper/plastic ones tend to rip and be hazardous.

**CANDLES:** Brass Candelabras are available for use as well as brass aisle candles. We provide the white with brass top tube candles along with the candelabras. (The charge for the wax candles is \$20 per dozen, or \$2 each.) The church has a brass and a wooden Unity Candle holder if you wish to use one of them in your service. The wedding party should provide the Unity Candle as well as any candles used to light it, and holders for those candles. Please be careful when you remove the Unity Candle at the end of your service so that the wax does not spill on the table or the carpet. The bride and groom should assign someone the task of removing the Unity Candle and those candles used to light it. The Unity Candle is often the center piece of the head table at the reception. The custodian will discard all candles not removed shortly after the wedding.

**INVITATIONS:** If there is a musical prelude that is longer than the normal 15 minutes, you may wish to put a line in your invitations stating "Musical Prelude starts at (time)" so that people may enjoy the music that has been carefully planned. The minister and/or organist do not require an invitation to the rehearsal dinner or the wedding or wedding reception. However, if you wish to invite them to any of these events, please do so in writing so that there are no misunderstandings.

**BULLETIN:** You may wish to use a bulletin for your wedding. Bulletin covers may be purchased at a Christian book store or when you purchase your invitations. The minister should see your copy before it is printed.

**PARKING AND LIFT:** There is usually sufficient parking behind and beside the Church. There is a lift (small elevator) in the Fellowship Hall area. There is also a handicapped entrance on the alley side of the church. If you need to use either one, please inform the custodian a few days beforehand.

**PHOTOGRAPHS:** It is appropriate to take pictures before and after the wedding. The use of cameras and video cameras during the service should be worked out between the bride and groom and the minister. If you wish to have no flash pictures during the service, consider putting a sentence such as "Please, no flash photography during the service." in your bulletin.

If photographs are taken before the wedding in the Sanctuary, you should be out of the Sanctuary 45 minutes prior to the beginning of the wedding. Please discuss all of these guidelines with your photographer.

**WEDDING BANNERS:** Two wedding banners are available for your use (in the church only). "They are One" is white and peach, and "Love One Another" is cranberry. If you are interested in using either or both of them on the day of your wedding, please ask the Office Staff to see them. There is a written explanation for the symbols and meaning of the banners which may be used if you use a bulletin.

**KNEELERS AND GUEST BOOK STAND:** Kneelers and a guest book stand are available; ask the custodian if you wish you use them.

**WEDDING LICENSE:** The State of Pennsylvania requires that a marriage license be presented to the clergy person before the wedding. Please bring it to the church office or the Minister at least 1 week before the wedding. You can apply for it at the Mercer County Court House in Mercer or any county court house in PA. It is helpful to take your birth certificate, photo identification, and Social Security number when you go for your license. The State recommends that you do this "about a month before your wedding date," and that you "verify all information with the County Court House before making any wedding or travel plans." There is a waiting period of 3 days before you can pick up the marriage license.

**USE OF ORGANS AND PIANOS:** Organs and pianos belonging to the church may be used by trained musicians with approval of the Music and Worship Committee. If a wedding party requests the church organist to play for a wedding, the fee shall be set by the organist. A substitute organist may be permitted to play the church instruments with the approval of the House Committee and/or the church organist. There will be an additional charge, by the organist, if there is a soloist due to the extra rehearsal time. The Church Organist can assist with names of approved organists and pianists.

**SOLOISTS:** It is the responsibility of the wedding party to secure any soloists or other special music, and to compensate them accordingly.

**REHEARSAL:** Most weddings require a rehearsal which is usually done the day/evening before the wedding ceremony under the direction of the officiating minister. It is the applicant's responsibility to

notify the church office as soon as possible regarding the rehearsal time so that the facility can be reserved and a custodian and, if necessary, an audio technician can be present.

The key to a good rehearsal is to plan ahead. The guest book and any decorations, including candles and bows (unless furnished by the florist) should be here and in place. The more that is done ahead, the less you need to be concerned with on the day of the wedding.

**AUDIO TECHNICIAN:** Only a Church approved person is allowed to operate the sound system.

Included in the fees is payment for an audio technician whose services will include:

- a. The audio technician will attend the wedding rehearsal if needed and review the bulletin to coordinate and plan the audio services.
- b. Up to two Lectern microphones and two wireless microphones will be provided.
- c. The technician will arrange for practice times with soloists and performers, typically 2- 3 hours prior to the actual wedding time.
- d. Depending on practice times, the operator will be at the church **1** hour prior to the service to set up the system and perform testing.
- e. The technician will return any tape and CD media to the responsible persons at the conclusion of the wedding.

If a video-projection system is needed, the technician can provide the screen and projection equipment, but the provision of a laptop computer and responsible video person to operate the presentation during the service is the responsibility of the wedding planner. If any of these or other services are requested, please discuss this with the Senior Audio Technician far in advance so arrangements can be made. Also discuss with him/her what the fee would be to perform any extras you require.

If the wedding party requires only a wireless and lectern microphone and no coordination with an audio technician for musicians, then an audio technician will be required to be present and \$75.00 from the rental fee will then be returned to the applicant.

**CUSTODIAN:** The church will provide a custodian who will shovel snow, unlock, clean up, lock up, and reset the rooms for the next event. He/she will also set up any candelabras and aisle candles requested, including the installation of the candles. He/she will also set up any wedding banners requested, and will also provide the Unity Candle holder and a kneeler if needed.

**FEES:** (includes rehearsal and wedding)

**MEMBER WEDDINGS:** A member is defined as one in which either the bride or groom, or any one of their parents, is an actual member of East Main Church, for whom we pay the per-capita fee.

**Large Sanctuary Weddings:**

The Sanctuary and Parlor (dressing room for the bride and attendants) and Room 105 (dressing room for the groom and groomsmen) are available to church members for a fee of \$225. This fee includes a custodian and the presence at both the rehearsal and ceremony of a church approved audio technician; \$75.00 will be refunded if an audio technician is not required (see p. 5 regarding when conditions for services without an audio technician apply.)

**Small Sanctuary Weddings: (20-50 people)**

There is a \$50 fee for a small wedding in the sanctuary (this includes the Parlor to change in for the bride and room 105 for the men). This fee includes a custodian. A wireless microphone and the lectern microphone will be turned on but not monitored during the wedding ceremony.

**Family/Parlor Weddings: (under 25 people)**

There is a \$30 fee for a Parlor wedding. This fee includes the custodian. No audio system is provided.

**Minister's Availability and Remuneration**

**Please consult your minister regarding these, noting that approval of church facilities for your wedding does not guarantee the services of a member of East Main's pastoral staff. If you have a minister not from East Main's pastoral staff, please indicate who he/she is on the application.**

**NON-MEMBER WEDDINGS:**

**Large Sanctuary Weddings:**

The Sanctuary and Parlor (for the bride to change in) and Room 105 (for the men to change in) are available to non-church members for a fee of \$325. This fee includes a custodian and the presence at both the rehearsal and ceremony of a church approved audio technician; \$75.00 will be refunded if an audio technician is not required (see p. 5 regarding when conditions for services without an audio technician apply.)

**Small Sanctuary Weddings: (20-50 people)**

There is a \$125 fee for a small wedding in the sanctuary (this includes the Parlor to change in for the bride and room 105 for the men). This fee includes a custodian. A wireless microphone and the lectern microphone will be turned on but not monitored during the wedding ceremony.

**Family/Parlor Weddings: (under 25 people)**

There is a \$60 fee for a Parlor wedding. This fee includes a custodian. No audio system is provided.

**Minister's Availability and Remuneration**

**Please consult your minister regarding these, noting that approval of church facilities for your wedding does not guarantee the services of a member of East Main's pastoral staff. If you have a minister not from East Main's pastoral staff, please indicate who he/she is on the application.**

**WEDDING RECEPTIONS: (Fees and conditions shall be as follows)**

**MEMBERS:** The Fellowship Hall and Kitchen are available to members for a charge of \$25.00 for the room, and a custodial fee of \$75 shall be charged in addition. (If you wish to do this yourself, you will be required to set-up, open, clean-up, set-up for any service which will be there the next day, and lock up. This includes sound systems, taking out all trash to the dumpster, and any snow removal.) If an outside caterer is used, they must pay a nominal fee to use the kitchen. The fee depends on the amount of usage, and can be determined by asking the Office Staff. There is no kitchen fee for the Feed My Sheep organization.

**NON-MEMBERS:** The Fellowship Hall and Kitchen are available to non-members for a charge of \$150. This charge is for the facilities and custodial fee. If an outside caterer is used, they must pay a

nominal fee to use the kitchen. The fee depends on the amount of usage, and can be determined by asking the Office Staff. There is no kitchen fee for the Feed My Sheep organization.

**PAYMENT OF FEES:** All fees shall be payable to the church office at the time of application for use. The reservation is confirmed when full payment is made and approval from a representative of East Main Presbyterian Church's Session has been granted. Checks should be made out to: East Main Presbyterian Church. The remuneration for the Pastor and the Organist/Pianist/Soloist are best given the night of the rehearsal. This is often done by the Best Man.

**SUGGESTIONS REGARDING CEREMONY DETAILS:**

1. Bridal party should arrive at the church 1-1/2 to 2 hours before the ceremony.  
The bride and bridesmaids should dress in the parlor.  
The groom and the groomsmen should dress in room 105.
2. Groomsmen: Any pictures taken should be completed forty-five minutes prior to the wedding.  
Groomsmen should begin ushering a half hour before the wedding begins. The Best Man does not need to usher unless needed. If candles are to be lit, two ushers can light them a half hour before the wedding begins. It is helpful to light the candles right before you begin ushering the guests to their seats.
3. Ushering Instructions: Groomsman must be instructed to reserve the first few pews for family. It is good to make a list for the ushers. As guests arrive, usher guests of the groom to the right and guests of the bride to the left. If it is your preference, guests may sit evenly on both sides.
4. Bulletins/Guest book: If you are handing out bulletins the usher may assist in passing them out when they usher the guests to their pew or two people can be assigned to this duty. Guest book may be set out at the church or at the reception or in both places.
5. Seating of the Grandparents: Sometimes for various reasons, grandparents wish to be seated prior to the processional. They may be seated as soon as they get to the Church or shortly after that.  
Grandparents may also choose to be seated right before the mothers. In any case, ushers or family members should be assigned to usher the grandparents to their seats. The timing of this should be discussed at the rehearsal.
6. Seating of the Parents: Two ushers or family members may be assigned to usher the mothers to their seats. Sometimes the fathers will escort the mothers to their seats. At this time all other ushers may go back to be with the groom. The timing of this will be discussed at the rehearsal. Typically the mothers are the last to be seated and are seated 3 to 5 minutes prior to the processional. Mother of the groom first, followed by the mother of the bride.
7. Unity candle: This is a choice. Sometimes this is done and sometimes the couple chooses not to do this. Mothers usually light the two outside candles. This usually occurs at the same time when they are escorted to their seats. This is something that should be worked out at the rehearsal.

8. The crash (runner): After mothers are seated the crash is pulled to the back of the church, usually by two ushers. Usually it is the same ushers who just seated the mothers. Sometimes the crash is laid prior to the wedding. If this is the case, seating of the guests would be down the sides not down the middle.

### **SUGGESTIONS REGARDING THE PROCESSIONAL & CEREMONY:**

The following are suggestions and ideas; the details should be worked out with the minister.

After the parents of the Bride and Groom have been seated, at the appropriate time, the processional begins. The groomsmen/ushers, unless they are ushering the Bridesmaids and the Matron (Maid) of Honor, will proceed to the Pastor's office. The Pastor, Groom, and Best Man and Groomsmen/Ushers will proceed from the right side of the church to the chancel and take their places. (It is also permissible for the Best Man and the Groom to enter by way of the main aisle prior to the Bridesmaids.)

Groomsmen/Ushers will stand in the order of their height, or the order in which they will usher out the bridesmaids. (The Bride and Groom should decide this in advance.) When the processional is to begin, the Pastor will lead the men to the center of the Church where they will turn and face the congregation. When the Pastor, Groom, Best Man and Groomsmen/Ushers are in place, the processional begins.

1. Traditionally the Bridesmaids enter the church in the order decided by the Bride. They should walk slowly. The Bridesmaids should proceed down the aisle when the first one halfway down or they can all walk down one at a time. The Bride and Groom should decide how they prefer this to be done. (This depends on how many are in the wedding party.)
2. If small children are included in the processional, they usually enter just prior to the Matron (Maid) of Honor. If you will have a ring bearer, sew costume jewelry to the pillow. (It is not recommended to tie the real rings to the pillow!) Give the actual rings to the Matron (Maid) of Honor and the Best Man.
3. Traditionally the Bridesmaids enter and walk to the front of the church alone. Sometimes they are ushered in by groomsmen/ushers. On some occasions, the groomsmen/usher that is assigned to a particular Bridesmaid will walk half way down the aisle to meet the Bridesmaid, turn and usher her to the front. The Bride and Groom should decide on the procedure of the processional.
4. When the Matron (Maid) of Honor reaches the front of the church, the entire wedding party is facing the congregation. The men should decide beforehand how they will stand - hands to the side, clasped in front, or clasped behind. It looks very nice if the men stand in the same way.
5. The wedding march or another appropriate processional decided upon by the Bride and Groom will begin. At this point in the service, the Bride and her Father (or escort) will proceed. The Father (escort) will enter on the right side of the Bride so that when they reach the front of the Church, the Father will be standing between the Bride and the Groom. The Mother of the bride will rise as will the congregation. At this time the father of the bride may lift the veil, or it may be lifted by the groom right before he kisses the bride.

6. From this point on, the service is under the direction of the Pastor, in conjunction with the Bride and Groom.
7. If there will be a sermon, the bridal party may wish to sit during the sermon. The front pews will be used for this purpose. If it is a brief homily, instead of a sermon, the wedding party remains standing during that time. (If it is hot, you may want to sit.)

**SUGGESTIONS REGARDING THE RECESSIONAL & DISMISSAL OF GUESTS:**

Following the ceremony is the recessional. Normally the Pastor will introduce the Bride and Groom following the benediction. The organist will begin playing the selected recessional and the Bride and Groom will exit by the center aisle. They will be followed by the members of the wedding party, parents and the pastor.

When the wedding party arrives at the back of the Church, the two groomsmen/ushers assigned by the Bride and Groom to escort their parents to the back of the church should proceed to the front of the Church and usher them out.

There are two ways to dismiss guests:

1. Two other ushers should be assigned to usher a row at a time, from front to back, until all the guests are out of the church and through the receiving line.
  - a. The receiving line should be set up in the back of the Church by either door, depending on the weather that day. The night of the rehearsal you should decide which door you wish your guests to leave from (the front or the side). If weather permits, it is nice to have the receiving line going out the front door.
  - b. It is popular today to keep the receiving line small in number. This should be decided at the rehearsal (parents & couple).
2. The Bride and Groom may go back and excuse the wedding guests row by row (this does not take as much time as a receiving line and is done in many weddings). If you choose this method, the parents will stand in the back at the door and greet guests as they leave. The wedding party may stand in the back or be excused.

If you have any questions, please call the Church office,  
724-458-8270 from 8 a.m. - 4 p.m. Monday through Friday.

## **PRICE LIST FOR WEDDINGS**

**East Main Presbyterian Church, 120 E. Main St, Grove City PA 724-458-8270**  
 (If you have questions, please refer to the "Guidelines for Weddings at East Main Church")

### USE OF FACILITIES BY MEMBERS

#### MEMBER WEDDINGS

**SANCTUARY WEDDINGS** \$225.00

This price includes the Sanctuary, Parlor, Room 105, the banners and a custodian.  
 (Please see page 5)

**SMALL SANCTUARY WEDDING** \$50.00

A Small Wedding is 20-50 people in the Sanctuary. (Please see page 5)

**FAMILY WEDDING IN THE PARLOR** \$30.00

No more than 25 people in the Parlor.  
 (Please see page 5)

**RECEPTIONS**

Fellowship Hall & Kitchen \$25.00

Custodian Charge \$75.00

(Please see page 6)

**PASTOR'S HONORARIUM** (speak to the pastor)

**ORGANIST/PIANIST**

Fee is set by the Organist/pianist  
 Guest Organist/pianist must be approved.

**SOLOIST**

Fee is set by the Soloist

**CANDLES** \$20.00/dozen  
 \$2.00 each

**No rice, bird seed, or confetti is to be used anywhere on the property. If used, there will be a \$25 clean-up fee.**

### USE OF FACILITIES BY NON-MEMBERS

#### NON-MEMBER WEDDINGS

**SANCTUARY WEDDINGS** \$325.00

This price includes the Sanctuary, Parlor, Room 105, the banners and a custodian.  
 (Please see page 6)

**SMALL SANCTUARY WEDDING** \$150.00

A Small Wedding is 20-50 people in the Sanctuary.  
 (Please see page 6)

**FAMILY WEDDING IN THE PARLOR** \$75.00

No more than 25 people in the Parlor.  
 (Please see page 6)

**RECEPTIONS**

Fellowship Hall & Kitchen \$150.00

includes the Custodian

(Please see page 6)

**PASTORS HONORARIUM** (speak to the Pastor)

**ORGANISTIPIANIST**

Fee is set by the Organist/pianist  
 Guest Organist/Pianist must be approved.

**SOLOIST**

Fee is set by the Soloist

**CANDLES** \$20.00/dozen  
 \$2.00 each

**No rice, bird seed, or confetti is to be used anywhere on the property. If used, there will be a \$25 clean-up fee.**

## WEDDING APPLICATION

**East Main Presbyterian Church, Grove City, PA 16127 724-458-8270**

East Main Presbyterian Church's facilities are NOT reserved until the application and fees have been received and approved by a representative of our Session.

Please fill this out and return to the church office with full payment to reserve the Sanctuary or Parlor for your wedding. No room has been reserved until this form has been turned in and payment has been received.

BRIDE	GROOM
NAME: _____	_____
ADDRESS: _____	_____
PHONE [home] ( ____ ) _____	( ____ ) _____
[work/cell] ( ____ ) _____	( ____ ) _____
Is the bride, the groom, or any of their parents, members of East Main Church? YES / NO	
If yes, who? _____ When did they join? _____	
Please list the church you are a member of, and the city. _____	
If bride or groom is <b>not actively involved in a church</b> , please describe the reason you would like to have your wedding ceremony held at East Main. _____ _____	
Name of Clergy (and church they are affiliated with) you expect to officiate the ceremony and perform required premarital counseling? _____	
Has this person agreed to perform the ceremony? YES / NO	
Do you intend to use an organist or pianist other than the East Main's regular musicians? YES / NO	
If yes, please list name and contact information: _____	
Date of wedding: _____	Time of Wedding: _____
Room Desired: ___ Sanctuary (Large Wedding) ___ Sanctuary (Small Wedding) ___ Parlor	

"Guidelines for Weddings at East Main Church" document has been received, and the costs and rules have been explained and are understood. YES: \_\_\_\_\_ (Please initial)

*Recognizing the need for the blessing of God upon our marriage, we, believing in Jesus Christ as our Lord and Savior, promise by His help to lead Christian lives and to establish a Christian home; and we hereby affirm our sincere intention to worship regularly and faithfully in the Christian church of our choice.*

Signed (Bride): \_\_\_\_\_ Signed (Groom): \_\_\_\_\_

Payment received: Yes ___ No ___	Date: _____	Initial of Church official: _____
Amounts: Rental \$ _____	Candles \$ _____	Total received: \$ _____

**Reservation is not confirmed until full payment is received and application is approved.**

## INFORMATION FORM FOR WEDDING

Please fill this form out and return it to the Church Office at least FOUR weeks prior to the wedding date.

Name of Bride and Groom: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Number expected at the Wedding: \_\_\_\_\_ Church Reception: YES / NO Number expected: \_\_\_\_\_

**Please circle the appropriate answer for each line:**

<b>Wedding Banners:</b> No / Yes If yes, choose one or both by circling: <i>"They Are One"</i> (white and peach) / <i>"Love One Another"</i> (cranberry)	
<b>Attendance is by:</b> Invitation Only / Open Church	
<b>Brass Candelabras:</b> No / Yes	<b>Brass Aisle Candles:</b> No / Yes
<b>Kneeler:</b> No / Yes	<b>Guest Book Table:</b> No / Yes
<b>Unity Candle Holder:</b> No / Yes If yes, choose one of the following: Brass / Wood	
<b>Flower vases in the front (\$25 per vase):</b> Leave them for the next church service / Take them with you	
<b>The wedding party provides the following:</b>	
<b>Bulletins:</b> No / Yes	<b>Guest Book:</b> No / Yes
<b>Runner:</b> No / Yes	<b>Rings:</b> Single / Double

Name of Florist: \_\_\_\_\_

**Time to open the church:** \_\_\_\_\_

*(If no time is listed, the church will open one (1) hour before the start of the ceremony. Please check with your florist as they may want to enter the church earlier than the bridal party plans to arrive.)*

Date this form turned in: \_\_\_\_\_ Initials of Church official: \_\_\_\_\_

You should be out of the church within two hours after the beginning of the wedding to give our custodian a chance to clean the church.

June 1, 2010

**APPLICATION FOR USE OF THE FELLOWSHIP HALL OR GYM  
FOR WEDDING RECEPTIONS  
East Main Presbyterian Church, 120 East Main Street, Grove City, PA 16127  
724-458-8270**

Date Desired: \_\_\_\_\_ Space Desired: \_\_\_\_ Fellowship Hall \_\_\_\_ Gym

Time: From \_\_\_\_\_ (Hour) to \_\_\_\_\_ (Hour)

Signature of Applicant(s): \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fee \$ \_\_\_\_\_ Received by \_\_\_\_\_

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**INFORMATION FOR THE: FELLOWSHIP HALL or RECREATION HALL/GYM  
(Please circle one)**

**(Please make a diagram of your set up on other side of this sheet.)**

**TABLE COVERING IS NOT PROVIDED.**

**TABLE INFORMATION FOR FELLOWSHIP HALL:**

**ROUND TABLES** for Fellowship Hall: Seat 8-10, tables are 72", 9 tables, max. 72 to 90 people.

**LONG TABLES** for Fellowship Hall: Seat 12, tables are 12' long, 20 tables, max. 240 people.

**OTHER OPTIONS:** Combination of Both -- In the Fellowship Hall only!

**NEEDS for setup:** Round Tables \_\_\_\_\_ How many \_\_\_\_\_ Total Seating \_\_\_\_\_  
Long Tables \_\_\_\_\_ How many \_\_\_\_\_ Total Seating \_\_\_\_\_

**SPECIAL SET UP OF OTHER TABLES**

i.e. Punch/Cake table (48" & 60") # \_\_\_\_\_ Tables for buffet, etc. # \_\_\_\_\_

**TABLE SET UP FOR GYM: LONG TABLES ONLY -- HOW MANY \_\_\_\_\_**

Tables seat people 8 per table and they are 8' long. **CHAIRS** \_\_\_\_\_

**If changes are to be made from the option(s) selected - please give notification  
2 (two) working days BEFORE EVENT or use as is set up.**

**DISHWASHER (only in the Fellowship Hall)** The dishwasher is to be operated only by a church appointed representative. Do you plan to use the dishwasher? YES / NO