



1015 Edgewood Avenue, NE  
 Atlanta, GA 30307  
 404.522.9322

## WEDDING CONTRACT

Please complete all information in the non-shaded areas.

Date Received:

### BRIDE'S INFORMATION

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

Telephone Number(s): \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_

Has the bride been married before?<sup>1</sup>    Yes        No            If yes, were you widowed or divorced? \_\_\_\_\_

### GROOM'S INFORMATION

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

Telephone Number(s): \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_

Has the groom been married before?    Yes        No            If yes, were you widowed or divorced? \_\_\_\_\_

Requested Date:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes, Initials:
	No	
Requested Time:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes, Initials:
	No	
Requested Rehearsal Date:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes, Initials:
	No	
Requested Rehearsal Time:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes, Initials:
	No	

<sup>1</sup> If either the bride or the groom has been divorced, a copy of the divorce papers may need to be presented to the pastor of Inman Park United Methodist Church.

# INMAN PARK UNITED METHODIST CHURCH

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## OFFICIANT

Would you like to have IPUMC's Pastor officiate your wedding?

Yes          No

Confirmed with the Pastor

Yes

No

If no, please provide the following information about the person you wish to officiate your wedding:

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

Approved by the Pastor

Yes

No

Religious Affiliation: \_\_\_\_\_ Denomination: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Please describe relationship to couple. \_\_\_\_\_

## FACILITY

What facilities of the church do you wish to use?

Sanctuary & Bride's Room \_\_\_\_\_ Fellowship Hall with Kitchen \_\_\_\_\_

Annex \_\_\_\_\_

Confirmed to Calendar

Yes, Initials: \_\_\_\_\_

If you are having a reception here at the church, what time would you like the space available for set up?

\_\_\_\_\_ am / pm

Confirmed to Calendar

Yes, Initials: \_\_\_\_\_

## MUSIC

Would you like our Music Director to serve at your wedding?

Yes          No

Confirmed to Calendar

Yes, Initials: \_\_\_\_\_

If no, please provide the following information about the musician(s) for your wedding:

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

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

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the music you will use to accompany the ceremony.

## DEPOSIT & FEES

Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Total Fees Due to IPUMC: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Security Deposit Received: \_\_\_\_\_

# INMAN PARK UNITED METHODIST CHURCH

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Inman Park United Methodist Church is pleased to welcome you to our church for this important event in your life. We ask that you abide by the following rules when using our facilities.

## Rules for using the Sanctuary:

1. Please clear **all** plans for your wedding with the IPUMC Wedding Coordinator.
2. The non-refundable deposit of \$250 reserves the date for your wedding and will be applied to the \$1000 sanctuary rental fee. The remaining balance (\$750 for the church plus \$250 made payable to the IPUMC Wedding Coordinator) is due no later than three weeks prior to the wedding and is non-refundable once it is received. That date is \_\_\_\_\_.
3. The \$250 refundable security deposit due by the rehearsal will be held and returned the week following the ceremony pending a review of the facilities to ensure compliance with the contract.
4. Light snacks and refreshments are permitted prior to the wedding for the wedding party in designated areas only. No food or liquids are allowed in the sanctuary spaces or bride's room. **Absolutely no alcohol of any kind may be consumed on the premises—including champagne and wine.**
5. The price of a wedding includes 2 hours for a rehearsal (beginning from the time the rehearsal is scheduled to begin until it has ended) and 6 hours for the wedding (beginning from the time the wedding party is scheduled to get to the church and ending when the wedding party departs).
6. The officiant at weddings must be ordained.
7. No member of the wedding party may be under the age of 3 years old. Children must be under adult supervision at all times. A nursery attendant may be hired for an additional fee.
8. Only safety or votive candles may be used, except in a Unity Candle holder (unity candles are not provided). Two sets of candelabras are available to use during your ceremony and safety candles are provided.
9. If you wish to leave your floral decorations at the church for use during worship, please inform the Wedding Coordinator in advance. All other decorations and personal items must be removed immediately after the wedding. The church will not be responsible for storing any items.
10. Metal may not be used to secure anything to the pews. Please check with the IPUMC Wedding Coordinator to determine the types of decorations permitted and the method for securing them.
11. The piano and organ are available for your use but they may not be moved. The sound system and music stands are also available for use. Musical selections must be confirmed with the IPUMC Minister of Music. (consultations available for \$50 to assist and offer recommendations)
12. Seasonal Sanctuary decorations (for example, Easter and Christmas) may not be removed.
13. The Sanctuary holds no more than 200 people seated. Please limit your attendance to that number.
14. Please be respectful of the fact that this is a place of worship in planning your wedding.

I have read and understood the wedding guidelines and building usage agreement of Inman Park United Methodist Church. I agree to abide by these standards. I further understand that I am responsible in the event of any damage or theft of church property. I understand that if the guidelines of the church are not followed, my security deposit of \$250 may be forfeited.

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Signature

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Date

**Please sign this form and return to the IPUMC Wedding Coordinator.**

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Signature

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Date

**Please keep this form as your reference.**