

WEDDING CONTRACT
with
OLD FIRST PRESBYTERIAN CHURCH
Established 1849

1. This contract consists of two documents: this Agreement and the Wedding Fees

2. This agreement is between
Old First Presbyterian Church,
1751 Sacramento Street
San Francisco, CA 94109.
Telephone (415) 776-5552
Fax (415) 776-2809
Cheryl @oldfirst.org

And **Person Responsible** (This is also the person and address the security deposit will be sent to)

Name: _____

Address: _____

City, State & Zip: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

3. **Wedding Date** _____

Time of Ceremony _____

4. **PARTICIPANTS**

BRIDE

Name _____

Address _____

Telephone _____

E-Mail _____

GROOM

Name _____

Address _____

Telephone _____

BESTMAN _____

MAID/MATRON OF HONOR _____

PASTOR _____

Name of Pastor's Church _____

Address _____

Telephone _____

5. **NUMBER OF PEOPLE ATTENDING** _____

6. **FINANCIAL**

Security Deposit

The date for the wedding is secured when the \$500 security deposit is received and the dates and times for the wedding and rehearsal are provided to the church office.

The \$500 security deposit, less any additional time incurred or damages will be returned to the **Person Responsible** named in paragraph 2, within 30 working days after the wedding.

Fees

The fees calculated in the **Wedding Fees** must be received by the Church Administrator 8 weeks prior to the wedding rehearsal.

Separate checks need to be written for the following: Old First Church - for building use; Kristi Hoerauf - Wedding Coordinator ; Fernando Gonzalez – Custodian, and if applicable the musicians and the Pastor. The Church Administrator will provide their names.

7. CANCELLATION

If there is cancellation before 6 months prior to the Wedding date the security deposit will be returned less a \$100 processing fee.

If there is a cancellation before 2 months prior to the wedding \$250 will be returned.

If there is a cancellation 2 months before the wedding there will be no refund.

8. TIME

The fees include:

Rehearsal: 1 hour of rehearsal time at a time arranged with the Church Administrator – usually a Thursday. (Some Fridays may be available).

Give the MARRIAGE LICENSE to your pastor at the rehearsal

Wedding Day: 1 hour for set up before the service; 1/2 hour for the service and 1 hour for photographs, guest departure and picking up belongings.

9. CHANGES TO DATE OR TIME

Any changes to the Wedding date or time must be received in writing by the Church Administrator and are subject to Church calendar availability.

11. OTHER

Absolutely no throwing or tossing of bird seed, rice, confetti, flower petals, nor the releasing of balloons inside or outside of the Church. Bubbles are permitted OUTSIDE only. We ask that GUESTS remain seated during the ceremony and not use flash as it is distracting. Old First Church is located on a busy corner. It is the responsibility of the owners to keep belongings secure.

BY

(Church Administrator)

Date _____

ACCEPTANCE

By: _____
(Responsible Person)

Date _____