



Wedding Information for the Antioch Church of Christ

Congratulations on your upcoming wedding day! We are delighted to share our facilities for this important ceremony as you exchange your marriage vows and join your lives together to establish your new home.

Prices and General Regulations:

- The charge for an Antioch Member is \$650. All charges are to be paid to the church office. Please make all checks payable, in advance, to the Antioch Church of Christ.
- All events should be scheduled through the church office, giving date and time, areas to be used, number expected, and individual who is responsible.
- Air conditioning, heating arrangements, and lighting effects should be scheduled through the church office.
- Any use of Church AV systems, including the Large Fellowship Hall, must be approved, and supervised by our AV team.
- Alcoholic beverages of any kind are prohibited. They may not be served on the church premises, either in the building or on the church grounds.
- Smoking is strictly prohibited.

Decoration:

- The pulpit and other furniture may be removed from the pulpit area. If moved, they must be replaced after the ceremony. Permanently fastened pews, sound system speakers and other furnishings may not be moved.
- The baptistry is not to be drained or disturbed in any way.
- No nails, staples, tacks, pins, or screws are to be driven into any fixtures, furnishings, walls, or floors. No tape of any type is to be used on the walls or furnishings.
- Floral decorations should be placed carefully so as not to mar any of the furnishings, nor be in danger of upset. Floor candelabra, if used, must have something at the base to protect against damage to carpeting. If candles are used in the aisles, they must have chimneys.
- Birdseed, bubbles, or rose petals are to be dispensed or thrown outside the building only. These items should be given out as the guests are exiting the building.
- All decorations and flowers must be removed from the premises or deposited in proper receptacles unless previous arrangements have been made.
- Any musical instruments must be removed from the auditorium area as soon as possible following the wedding. They should be removed from the building on the first normal working day after the wedding.

Receptions and Meals: Wedding receptions may be held in the fellowship hall or the pavilion only. No food or drink is allowed in any other area of the building.

Revised 6/2/23

- Members may use the dishes in the fellowship hall if desired but are expected to do all the cleaning of utensils and dishes following the event and abide by the attached kitchen, fellowship hall, and pavilion use rules.
- If a caterer is employed, the dishes and flatware used must be furnished by the caterer.
- The caterer is also expected to leave the kitchen and serving areas clean, and abide by the attached kitchen, fellowship hall, and pavilion use rules

Please be sure that your wedding party and others involved (florists, caterers, etc.) are aware of and abide by these rules as well as the attached kitchen, fellowship hall, and pavilion use rules. We want to accommodate your wishes as far as possible, consistent with keeping the building in readiness for our usual worship services. If you have questions, please discuss them in advance with the church secretary.



Wedding Reservations Form Fee Paid: _____

Date of wedding: _____ Time: _____ Number expected: _____ Reception here: yes ___ no ___

Date of rehearsal: _____ Time: _____ Rehearsal dinner here: yes ___ no ___

Bride's name: _____ Groom's name: _____

Bride's address: _____ Address after marriage: _____

Phone: home: _____ work: _____

Bride's Mother or other contact person: _____ Phone: _____

Florist: _____ Phone: _____ **Open the Building**
Date: _____ Time: _____

Caterer: _____ Phone: _____ Date: _____ Time: _____

Musical Instruments delivered: _____ Date: _____ Time: _____

Musical Instruments picked up: _____ Date: _____ Time: _____

Rehearsal **Date:** _____ **Time:** _____

Wedding **Date:** _____ **Time:** _____

Minister: _____

Lighting/Sound: _____

Furniture Removal/Replacement: _____

I have read the information sheet and understand the rules concerning the use of the Antioch Church of Christ building for weddings and receptions. **I understand it is my responsibility** to see that the auditorium and fellowship hall are left clean, furniture replaced, etc. I will also notify the caterer, and florist as to their responsibilities prior to the wedding.

Signed: _____ Date: _____

PLEASE NOTE: The building will not be reserved until this application has been received along with the payment of fees.