



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? ¹ 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:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #cccccc;">Availability Confirmed</td> <td style="background-color: #cccccc;">Confirmed to Calendar</td> </tr> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> <td style="width: 50%; text-align: center;">Yes, Initials: _____</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> </table>	Availability Confirmed		Confirmed to Calendar	Yes	No	Yes, Initials: _____	No	No	No
Availability Confirmed		Confirmed to Calendar								
Yes	No	Yes, Initials: _____								
No	No	No								
Requested Time:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #cccccc;">Availability Confirmed</td> <td style="background-color: #cccccc;">Confirmed to Calendar</td> </tr> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> <td style="width: 50%; text-align: center;">Yes, Initials: _____</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> </table>	Availability Confirmed		Confirmed to Calendar	Yes	No	Yes, Initials: _____	No	No	No
Availability Confirmed		Confirmed to Calendar								
Yes	No	Yes, Initials: _____								
No	No	No								
Requested Rehearsal Date:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #cccccc;">Availability Confirmed</td> <td style="background-color: #cccccc;">Confirmed to Calendar</td> </tr> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> <td style="width: 50%; text-align: center;">Yes, Initials: _____</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> </table>	Availability Confirmed		Confirmed to Calendar	Yes	No	Yes, Initials: _____	No	No	No
Availability Confirmed		Confirmed to Calendar								
Yes	No	Yes, Initials: _____								
No	No	No								
Requested Rehearsal Time:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #cccccc;">Availability Confirmed</td> <td style="background-color: #cccccc;">Confirmed to Calendar</td> </tr> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> <td style="width: 50%; text-align: center;">Yes, Initials: _____</td> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> <td style="text-align: center;">No</td> </tr> </table>	Availability Confirmed		Confirmed to Calendar	Yes	No	Yes, Initials: _____	No	No	No
Availability Confirmed		Confirmed to Calendar								
Yes	No	Yes, Initials: _____								
No	No	No								

¹ 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

1015 Edgewood Avenue NE, Atlanta, GA 30307, 404.522.9322

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
1015 Edgewood Avenue NE, Atlanta, GA 30307, 404.522.9322

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 \$1,800 sanctuary rental fee. The remaining balance (\$1,550) 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 performing the wedding ceremony must be ordained.
7. 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.
8. 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.
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 Wedding Coordinator (consultations with the IPUMC Accompanist are 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.

Signature

Date

Please sign this form and return to the IPUMC Wedding Coordinator

Updated March 2016