



Emmanuel Baptist Church
 14 Hope Street
 Ridgewood, NJ 07450
 Phone: 201-444-7300 • Fax: 201-444-7303
www.emmanuelridgewood.org

Deposit Amt: _____ Date Rcv'd: _____
 BALANCE DUE 2 WEEKS PRIOR TO WEDDING
 Balance Rcv'd: _____

APPLICATION FOR USE OF CHURCH SANCTUARY BY MEMBERS FOR A WEDDING

Date submitted: _____

We hereby apply to the appropriate boards to use the sanctuary of Emmanuel Baptist Church, Ridgewood, NJ on the dates and the terms and conditions set forth herein:

Wedding Date: _____ Time: _____ EBC Pastor requested EBC Organist requested
 EBC Pianist requested

Estimated number of guests: _____ Rehearsal Date: _____ Rehearsal Time: _____ (1-1/2 hours)

Have you filed for your license? _____

Applicant's Name _____

Applicant's Name: _____

Address _____

Address: _____

Email Address _____

Email Address _____

Phone #: _____

Phone #: _____

Cell #: _____

Cell #: _____

Bride's Church: _____

Groom's Church: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Pastor: _____

Pastor: _____

Wedding Officiant: _____

Phone #: _____

TERMS AND CONDITIONS

All of the facilities of Emmanuel Baptist Church are smoke-free, alcohol-free and drug-free premises.

User is responsible for restoration of church facilities to pre-use condition.

Breakage or missing items will be the responsibility of the user.

One-half of room fee will be refunded if an event is cancelled after the event has been approved and calendared by the church.

We have read and agree to the above terms and conditions:

 Applicant's Signature Date

 Applicant's Signature Date

Comments: _____

Submitted to Deacons

Approved _____ Rejected _____

Signature _____ Date _____

Submitted to Trustees

Approved _____ Rejected _____

Signature _____ Date _____

Submitted to Senior Minister

Approved _____ Rejected _____

Signature _____ Date _____



WEDDING FEE SCHEDULE FOR MEMBERS

Facilities Requested	Approximate Capacity	Use Fee- Donation Appreciated	Custodian Fee
<input type="checkbox"/> Sanctuary	250		\$100
<input type="checkbox"/> Chapel	30		\$ 50
<input type="checkbox"/> Heritage Hall (incl. Kitchen)	100		\$100
<input type="checkbox"/> Library	20		\$ 25
<input type="checkbox"/> Peace Lounge**	100		\$150
Extra necessities: TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Extension Cord <input type="checkbox"/> Projection Screen <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/>			
Tech Fee \$150 (required) (1 st Three (3) hours, then \$30/hr thereafter)			

CHURCH PERSONNEL FEE SCHEDULE

In addition to the above room charges, the following fees apply:

- | | |
|--|---|
| *Organist - Wedding \$150 minimum | *Organist - Wedding Rehearsal \$50 |
| *Minister Honorarium (if required) \$250 | *Wedding Coordinator \$200 minimum (required) |

**Services of other organists may be used only with permission of our church organist.*

A \$300 deposit is due at the time the wedding is scheduled

**The balance is due two weeks prior to the wedding.*

****Peace Lounge Only-A Security Deposit of \$200 is required and refunded after the close of the event**

The aisle is 50 feet long from the glass doors to the front of the Sanctuary.

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