



**Emmanuel Baptist Church**  
 14 Hope Street  
 Ridgewood, NJ 07450  
 Phone: 201-444-7300 • Fax: 201-444-7303  
[www.emmanuelridgewood.org](http://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 NON-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 NON-MEMBERS

Facilities Requested	Approximate Capacity	Use Fee	Custodian Fee
__ Sanctuary	250	\$400	\$100
__ Chapel	30	\$125	\$ 50
__ Heritage Hall (incl. Kitchen)	100	\$350	\$100
__ Library	20	\$ 50	\$ 25
__ Peace Lounge**	100	\$500	\$150

Extra necessities: TV \_\_ VCR\_\_ DVD \_\_ Extension Cord \_\_ Projection Screen \_\_ Podium\_\_ Microphone \_\_  
 Tech Fee \$150 (required) (1<sup>st</sup> 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.

### 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