



**Emmanuel 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: _____
<i>*BALANCE DUE 2 WEEKS PRIOR TO WEDDING*</i>	
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 Church, Ridgewood, NJ on the dates and the terms and conditions set forth herein:

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 \_\_\_EC Pastor requested \_\_\_EC Organist requested  
 \_\_\_EC 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 Church are smoke-free and drug-free premises. Alcohol is permitted but a waiver must be signed and user obtains compliance with applicable rules, regulations, state laws and the host/caterer must provide evidence of liquor liability insurance or sign a waiver of liability.

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. **No refund will be given, if you canceled within 48 hours prior to the event.**

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
<input type="checkbox"/> Sanctuary	250	\$400	\$100
<input type="checkbox"/> Chapel	30	\$125	\$ 50
<input type="checkbox"/> Heritage Hall (incl. Kitchen)	100	\$350	\$100
<input type="checkbox"/> Library	20	\$ 50	\$ 25
<input type="checkbox"/> Peace Lounge**	100	\$500	\$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 <sup>st</sup> Three (3) hours, then \$30/hr thereafter)			

**Please be advised: Moving the Piano must be supervised by Church Staff. A fee of \$100 will be charged.**

### CHURCH PERSONNEL FEE SCHEDULE

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

- |  |   |
|--|---|
| *Organist - Wedding \$250 minimum        | *Organist - Wedding Rehearsal \$100           |
| *Minister Honorarium (if required) \$500 | *Wedding Coordinator \$300 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.

**Please note that rehearsal is scheduled for 1 hour and Wedding service is limited to 3 hours. (Please be prompt). Once you exceed the allotted time a fee of \$150 will be charged per ½ hour to cover the Church Personnel time.**

### 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