



Your Wedding



at
First Reformed Church

807 3rd St. PO Box 208, Sully, IA 50251
Ph: 641-594-2935 email: frcsully@netins.net
www.sullyfrc.org

Wedding Details

Sanctuary Wedding – \$400 - member/ \$500 – non-member

Includes services of:

- Custodian
- Church equipment
- Use of church social room/basement/Gathering Place/Kitchen
- Audio/Visual Technician

Reservation for a **backup venue for members: to reserve it will be \$125 which will be applied towards the \$400 if the Sanctuary is used. If not used it will go to the custodian and sound technicians.

** Reservation for **backup venue will be \$500 for non-church members.**

Reserve sanctuary in case of inclement weather for outdoor wedding elsewhere - \$125 with the stipulation that if someone else calls to reserve the church for the same date the person will be given the opportunity to reserve for the full \$400/\$500.

An honorarium should be given to the officiating pastor. The amount is up to the discretion of bride & groom, but should be a minimum of \$100.

The wedding fee is **due three weeks prior** to the wedding ceremony, payable to First Reformed Church, and mailed/delivered to the church office.

Wedding equipment available:

- Guest book table with table cloth
- Unity table
- Kneeling bench
- Sanctuary aisle is 65' from back of the sanctuary to front steps (20 center aisle pews)

Use of the Gathering Place (fellowship hall) yes no
and Legacy Kitchen yes no

Furniture/Kitchen requirements (please indicate number required)

Equipment requirements (yes/no)

- | | |
|---|----------------------------|
| _____ Tables (20 round/10- 8 ft./2- 6 ft.) | _____ Projector/screen |
| _____ Tables – rectangle | _____ TV/DVD |
| _____ Tablecloths (white & black round & rectangle) | _____ Podium |
| _____ Coffee pots | _____ Microphone |
| _____ Refrigerator | _____ Hand held microphone |
| _____ Oven/microwave | _____ Keyboard |
| _____ Dishes/cutlery | _____ Organ |
| _____ Dishwasher | _____ Fireplace |



1. Contact the pastor. Pastor Wayne Sneller, 641-594-2935 ext. 2. Please contact the pastor prior to your wedding date to set up an initial appointment during which you will discuss the ceremony, pre-marital counseling, and any other issues that may be important to you.

- If using an outside officiant, please contact the pastor.
- Due to the seasonal nature of our church calendar, we may not be able to book weddings during the Palm Sunday/Easter season, and the Christmas season. **Any seasonal decorations and musical instruments used regularly in worship cannot be moved or removed for weddings.** Also, we may not be able to schedule a wedding the weekend prior to Vacation Bible School. Saturday weddings should start no later than 5:00 p.m.

2. Complete the Wedding Request Form

- This helps to confirm the date, time, facility and wedding details that you desire.

3. Attend Pre-Marriage Counseling sessions

- Pastor Wayne attempts to schedule 6 pre-marital counseling sessions with those couples whose weddings he officiates.
- Counseling sessions include a Prepare/Enrich Inventory which is a professional counseling tool administered by Pastor Wayne in which he has been licensed. The fee for the counseling inventory is \$45 paid by the church.



- Present the music to the pastor for approval. We prefer the music for you ceremony be worshipful, glorifying God, and Christian content.
- **You are responsible for decorating the facility. Arrangements for this can be made by contacting the church office – 594-2935 ext. 1**
- Smoking and alcoholic beverages are prohibited in the church facility and on the church property, including the parking lot on either side of the church.
- No rice or confetti may be tossed anywhere inside or outside the building. Bird seed, flower petals, and bubbles may be used OUTSIDE the building. Artificial flower petals may be dropped in the center aisle.
- Lit candles (dripless) in the candelabras are permitted. Carrying lit candles is not permitted, except the unity candle. Candles are not allowed on furniture. All floors must be protected from wax with a protective covering.
- We do not allow nail/thumbtacks to be used to fasten decorations to the chairs, pews, walls or windows. Tape is permitted if completely removed when taking down decorations.
- Please do not leave purses or other valuables unattended in dressing rooms or anywhere in the facility.
- Please assign a reliable friend or family member to oversee the gift/card table.
- Wedding dances are not permitted.
- Church facility usage timeline: Friday nights – out by 10:30 p.m.
Saturday nights – out by 9:00 p.m.
- Upon completion personal items are to be removed immediately following activity.
- The group using the facility is responsible for any damages or additional services incurred.
- If the nursery is used during the wedding/rehearsal a reliable attendant must be present to supervise the children. The nursery should be picked up and all personal belongings removed.
- If the kitchen is used, it must be left clean and in the same condition as it was. Leave dishtowels and rags. Do not leave any leftover food in the refrigerators, unless it is clearly marked to be used by another group. If the rehearsal supper is served at church, it is the family's responsibility to set up, clean up and take down tables.
- All programs and activities should be done in good taste, and special care must be taken to keep the building in good condition. Those using the building shall be responsible for the proper conduct of all those gathered. For the safety and respect of others, all children must be supervised.
 - If children and students are present when the facilities are used, it is required that they be under responsible adult supervision.
 - Parents are asked to keep children from playing in the sanctuary, pulpit area, and instrument area or the kitchen.

- Parents please do not allow children to run freely through the hall with food or drink.
- The entire building must be left clean and in the same condition as it was, when the user is finished. All personal items and trash must be removed from the building at the earliest possible time after conclusion of the event.
- Special Kitchen instructions:
 - The kitchen must be left clean, in the same condition as it was, when the user is finished.
 - No RED or PURPLE Punch for Grape Juice anywhere in the facility.
 - Please leave dishtowels and cleaning rags.
 - Please use paper towels to clean up coffee pots and spilled coffee.
 - Do not leave any leftover food in the refrigerators, unless it is clearly marked to be used by another group or organization in the very near future.
- If a caterer is to serve, a representative from the Kitchen Committee must be present to help coordinate. Contact Shirley Dunsbergen – 641-990-7838 or mnsduns@netins.net.

NOTES

**First Reformed Church
807 3rd St. PO Box 208
Sully, IA 50251
641-594-2935 ext 1
WEDDING REQUEST FORM**

By submission of this form we hereby make application to use First Reformed Church facilities for our wedding, and are fully acquainted with the church's wedding regulations and will abide by these policies.

1. We would like to schedule our WEDDING for _____(date)_____ (time)

Pictures will be taken at _____(time)

2. We would like to schedule our REHEARSAL for _____(date)_____ (time)

3. Will rehearsal supper be held at church? Yes No If yes, how many? _____

4. Will reception be held at church? Yes No

4. Estimated number of guest to be invited: _____ (will the elevator be needed) Yes No

5. We will need an organist: Yes No (we can give name suggestions if needed)

6. We will have special music: Yes No

7. We plan to have _____(number) songs.

8. We will be using CD/DVD music: Yes No

9. We will be using a slide show: Yes No (would like to have this to the church office one week before the wedding)

10. We want the Unity candle (table) as part of the ceremony: Yes No (candle not provided)

11. Would you like us to ring the bell after the ceremony? Yes No

12. It is your responsibility to contact a sound technician for the ceremony. Contact the church office for suggestions.

NAME OF PERSON BOOKING EVENT: _____

PLEASE PRINT GROOM'S FULL NAME & BIRTHDATE _____

GROOM'S ADDRESS _____
(street) (city) (state) (zip)

GROOM'S PHONE (____) _____ **CELL PHONE** (____) _____

EMAIL _____

I'm a member of First Reformed Church: Yes No

My parents are members of First Reformed Church: Yes No

PLEASE PRINT BRIDE'S FULL NAME & BIRTHDATE _____

BRIDE'S ADDRESS _____
(street) (city) (state) (zip)

BRIDE'S PHONE (____) _____ **CELL PHONE** (____) _____

EMAIL _____

I'm a member of First Reformed Church: Yes No

My parents are members of First Reformed Church: Yes No

ADDRESS AFTER MARRIAGE _____
(street) (city) (state) (zip)

PHONE AFTER MARRIAGE (____) _____

PLEASE RETURN TO THE CHURCH OFFICE

****By signing this contract I am taking on the responsibility of making sure NO ALCOHOL will be on the premises.**

Print name: _____