

North Church of Portsmouth

United Church of Christ

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NON MEMBER WEDDING RESERVATION APPLICATION

Date of Ceremony: _____ Time of Ceremony: _____

Date of Rehearsal: _____ Time: _____

Participant 1: _____ Participant 2: _____

Address: _____ Address: _____

City/State: _____ City/State: _____

Day Phone: _____ Day Phone: _____

Evening Phone: _____ Evening Phone: _____

Email: _____ Email: _____

Expected # of Guests: _____ Reception Location: _____

Your reason for wishing to be married at North Church?: _____

Times available for ceremonies are: Saturdays: 10 AM -12 noon; 1-3 PM; 4-6 PM; 7-9 PM; an attendant from the church will be there an hour before your time slot to let the families and set up parties into the Sanctuary. One hour rehearsal times are available during the week prior, to be arranged through the office. Special arrangements must be made for weekday weddings. Space is not available for Sunday weddings.

At North Church of Portsmouth, it is the minister's intent to conduct weddings for members and their families. The minister may not be available for non-member weddings. Those from the wider community will be given names of suggested ordained clergy. The couple may wish to ask an ordained friend or relative to conduct the ceremony.

In all cases, North Church *must approve the officiant* before the office may accept the non-refundable deposit on the space rental. The criteria used by North Church in granting such approval are:

- The proposed officiant's sympathy with the purposes and principles of the United Church of Christ and their theological coherence with our faith;
- The nature of the relationship between the couple and the Christian Church.

North Church interprets and administers this policy.

Minister Fee: Fee is **\$300.00** payable to *Rev. Dawn A. Shippee* (or clergy of record for particular wedding.)

Organist/Pianist: If you wish the organ or piano to be used for your wedding, the North Church organist, Nathan Amsden, has first refusal on all weddings. Fee is **\$250.00** payable to *Nathan Amsden*. If he is unavailable, we will supply a list of other approved musicians (whose fees may differ.)

If you wish to have another musician, he/she must be approved by Mr. Amsden and a \$100.00 use fee will be assessed.

Rental Fees:

Sanctuary Rental	\$1000	Paid/date/initials_____
\$500 Deposit (Non-refundable, applied to total)		Paid/date/initials_____
Instrument use fee (if applicable)	\$100	Paid/date/initials_____
		Total _____

Total cost of wedding will be a minimum of \$1,550, higher depending upon choices of couple. All fees must be paid in full two weeks prior to wedding date.

Notes:

Please make Rental fees payable to "North Church of Portsmouth". Minister and Organist fees are payable to the individual professional. A \$500.00 **non-refundable** deposit is due at the time of your reservation. The balance of all fees is due no later than two weeks prior to your event.

Decorations:

Free standing urns/vases only. Clip-on pew bows only, no tape, no nails or tacks. No confetti. There is no center aisle. Decorations must be removed immediately after the ceremony. *Please do not place anything on the piano or organ.*

Use of Candles:

The use of live flame in the Sanctuary is limited to the North Church candelabra set in the chancel area in front of the organ pipes away from the wedding party. Candles that fit appropriately will be provided. The use of a Unity Candle is discouraged, but may be used at the discretion of the officiant. The three candles must sit on the marble top table in secure candle holders. Candles and holders will be provided by the couple.

Bell Ringing:

If you would like the bell to be rung after your ceremony, please let us know in advance and we will arrange that for you.

*I understand the North Church sanctuary is a sacred and historic space and agree to treat it with respect. I understand and agree to the fee schedule and policies regarding clergy and organist. I understand my deposit is **non-refundable**.*

Applicant _____ Date _____

For North Church _____ Date _____

****OFFICE USE ONLY****

Officiant: _____ **Phone & email contact:** _____

Approved by _____ **Date:** _____

Attendant: _____ **Organist/Musician:** _____