CHRIST EVANGELICAL LUTHERAN CHURCH
2 West Strawberry Street
Lancaster, PA 17603
Office Hours:
Monday through Thursday – 8:00am – 12:00pm
E-mail: celc1867@gmail.com
Web Site: www.christevangelicallutheranchurch.com
717-299-5639

WEDDING FEES FOR NON-MEMBERS

SANCTUARY Fee (includes rehearsal time, Sexton, and Wedding Coordinator)			$1,000.00
Minister:	Paid directly to Minister	suggested honorarium	$300.00 - $400.00
Musician (consultation, rehearsal, and ceremony)	Paid directly to Musician		Fee set by Musician
Musician (consultation, rehearsal, ceremony with Soloist):	Paid directly to Musician		Fee set by Musician
Audio/Visual tech:	Paid directly to Technician/ Fee Range: $50.00 - $150.00		
Processing Fee (Required Fee: Non-Refundable/not a credit toward other costs)			$50.00

***Rehearsal time is included in the rental fee.**
****All weddings must include our Wedding Coordinator who will coordinate your plans with the church prior to the wedding day and assist at the rehearsal as well as on the wedding day**

FACILITIES USAGE FEES

Parlor:	$35.00 per hour
Maximum # of people: 90	$250.00 per day

All rented linens, tables, etc. must be removed from the premises on the same day of the event unless other arrangements are approved by the Office Administrator /Wedding Coordinator in advance.

CELC is a smoke free/alcohol and drug free facility and alcohol cannot be served at any event.

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WEDDING POLICIES

BUILDING USAGE – The capacity of the sanctuary is approximately 275 people.

PARKING – There is available parking in the church parking lot behind the church proper, located off of Lafayette Street. Parking will have to be set up with the Wedding Coordinator.

WEDDING FEES - A $50.00 Non-Refundable processing fee is due at the time of the space reservation for both members and non-members. Half of the total balance due to CELC is due within 30 days of receipt of paperwork. The remaining balance is due, along with the full payments to the minister (non-members), musician(s), audio technician, sexton and wedding coordinator to be paid 30 days prior to your ceremony date.

WEDDING COORDINATOR: All weddings must include our Wedding Coordinator who will assist at the rehearsal as well as on the wedding day. (this fee is included in the sanctuary fee for non-members)

SUNDAY WEDDINGS – Due to Sunday Worship scheduling, shortage of preparation time and custodian coverage, Sunday weddings will not normally be considered. If Sunday weddings are approved under special circumstances, they shall not be scheduled before 3:00 pm. and end no later than 6:00 p.m. Additional fees may apply. Exceptions for members of CELC could be possible.

CANDLES – When a Unity Candle or other candles are used as a part of the service the Bride and Groom are responsible for providing it. Fees will be charged if special cleaning is necessary to remove candle wax after a wedding.

PHOTOGRAPHY – Flash photography or lighted videography is permitted during the Service only by permission of the Minister. Photographs and video, which do not require special lighting, are permitted so long as the person taking the pictures is inconspicuous. Formal pictures can be taken before or after the wedding.

RICE, CONFETTI, BIRD SEED AND FLOWER PETALS – The throwing of rice, birdseed, confetti or live flower petals within the Church or on Church grounds is not permitted. It is extremely dangerous, particularly for older people, to walk where there is rice or birdseed on the ground.

AISLE RUNNERS – Due to the difficulty in maintaining a stable walking surface, the use of aisle runners is prohibited.

ORDER OF SERVICE – The wedding couple is responsible for providing wedding bulletins.

The undersigned shall indemnify, defend and hold harmless the Christ Evangelical Lutheran Church (the "Church"), its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, as well as any other user, tenant, guest, licensee or occupant of the Church premises, from and against any and all claims, damage, injury, liability, loss or expense, including attorney's fees and expenses (collectively "Obligations"), arising out of or resulting from undersigned's presence in, or use of, the Church premises. The Church and its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, shall not be liable in any manner (including, without limitation, direct, indirect, special, incidental or consequential damages) to the undersigned, or the undersigned's personnel, employees, agents, representatives, contractors, successors or assigns, for any Obligations arising out of or resulting from undersigned's presence in, or use of, the Church premises. **Please Note: Christ Evangelical Lutheran Church is a smoke-free/drug free facility and is Accessible. NO SMOKING IS PERMITTED anywhere in the Church building. The use of alcoholic beverages anywhere on the Church premises is also prohibited.**

Signed _____ Date _____

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WEDDING INFORMATION

Partner A: _____

Address/Phone/Email: _____

Partner B: _____

Address/Phone/Email: _____

Date and Time of Event: _____ _____

Date and Time of Rehearsal: _____

Name of Presiding Minister: _____

If other officiants are involved please give their name, address and phone number: _____

_____

Do You Wish Christ Evangelical Lutheran Church's Organist/Pianist to play? NO YES

If you would like to invite someone else to play, please give his/her name, address and phone number for consideration for approval by our Director of Music.

_____

_____

Will You Have A Soloist? NO YES - Name: _____

Other Instrumentalist(s)? NO YES - Name: _____

Size of Wedding: # of Bridesmaids _____ # of Ushers _____ # of Guests _____ Will there be (circle those that apply) a: Maid of Honor, Best Man, Flower Girl or Ring Bearer?

Florist's Name: _____ Photographer: _____

The section below this line is for office use only. The Office Administrator and Wedding Coordinator will determine your fees with you and a copy of the form with completed fees will be sent to you.

_____

	Fees
Non-Refundable Processing Fee	=$ 50.00
Audio/Visual Tech	=$ _____
Parlor	=$ _____
Sanctuary	=$ _____
Wedding Coordinator	=$ _____
Custodial Staff	=$ _____
Other	=$ _____
Total Costs	=$ _____

Half the balance of the fees payable to CELC are due within 30 days of securing your reservation.

The remaining balance of fees, as well as separate payments for the Audio Technician Musician(s), Minister (non-members), Sexton and Wedding Coordinator are due 30 days prior to your ceremony. Failure to comply with this payment policy may result in cancellation of your event and forfeiture of prepaid fees.

Processing Fee: $50.00 **Date Paid:** _____ **Check #:** _____

CELC Total Fees Due: _____

First Payment received: 30 days after reservation

Date Paid:_____ Check #/CA: _____

Final Payment received: 30 days prior to ceremony

Date Paid:_____ Check #/CA: _____