

# THE FIRST REFORMED CHURCH

529 Newark-Pompton Turnpike  
Pompton Plains, New Jersey 07444  
Phone: 973-835-1144 fax: 973-835-0566  
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Today's Date \_\_\_\_\_

## WEDDING APPLICATION

I hereby make application for use of

the  Sanctuary or  Grace Chapel on \_\_\_\_\_ for a wedding service.

Time for wedding to begin \_\_\_\_ AM or PM

Rehearsal date \_\_\_\_\_ at \_\_\_\_ AM or PM

Special equipment or facilities required are \_\_\_\_\_

\_\_\_\_\_

### **Please PRINT:**

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Home Phone No. (\_\_\_\_) \_\_\_\_\_

email \_\_\_\_\_

Work Phone No. (\_\_\_\_) \_\_\_\_\_

cell phone# \_\_\_\_\_

Active Church Member:  Yes  No

Bride's Church Affiliation \_\_\_\_\_

Groom's Church Affiliation \_\_\_\_\_

Wedding Performed by \_\_\_\_\_ Phone # \_\_\_\_\_  
(Pastor) please be sure of spelling

Pastor's Address \_\_\_\_\_

**Scheduling allows a maximum of 60 minutes per Rehearsal and 90 minutes per Wedding.  
You must notify the church office if you or your Minister requires additional time.**

Any changes to this information should be given to the Wedding Coordinator immediately

### **FOR OFFICE USE ONLY**

Approved \_\_\_\_\_  
Pastor Date

Date Fees Received \_\_\_\_\_ by: \_\_\_\_\_

ALL INFORMATION MUST BE COMPLETED IN FULL  
PRE-MARITAL CONFERENCE INFORMATION

Full name of Groom \_\_\_\_\_  
(First) (Middle) (Last)

Full name of Bride \_\_\_\_\_  
(First) (Middle) (Last)

Place of Marriage (if other than sanctuary of First Reformed Church or Grace Chapel)  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ @ \_\_\_\_\_ AM or PM Date of Marriage \_\_\_\_\_ @ \_\_\_\_\_ AM or PM

**The Groom's** **The Bride's**

Residence \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Single  Widowed  Divorced

Number of times previously married \_\_\_\_\_

Occupation \_\_\_\_\_

Birthplace \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Names of former wives \_\_\_\_\_

Residence \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Single  Widowed  Divorced

Number of times previously married \_\_\_\_\_

Occupation \_\_\_\_\_

Birthplace \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Names of former husbands \_\_\_\_\_

Newlywed's Anticipated Address \_\_\_\_\_ Phone \_\_\_\_\_

permanent or  temporary until when \_\_\_\_\_

Witness (Best Man) \_\_\_\_\_

# Street, City, ST, Zip: \_\_\_\_\_

Witness (Maid/Matron of Honor) \_\_\_\_\_

# Street, City, ST, Zip: \_\_\_\_\_

Please see detailed Fee Schedule on page 3 for important information and requirements for all Wedding Rehearsals and Ceremonies. **I have received the Wedding Fee Schedule and agree to pay all fees as specified.**

Initials \_\_\_\_\_

Date \_\_\_\_\_

**INFORMATION AND INSTRUCTIONS FOR WEDDINGS AT THE FIRST REFORMED CHURCH OF POMPTON PLAINS**

The application for the use of the Sanctuary or Grace Chapel must be processed through the Church Office and must have the approval of the Minister. The below fees are based on the Rehearsal not exceeding 60 minutes and the Wedding not exceeding 90 minutes (see full details below). If a Minister from The First Reformed Church is not being used, please make sure to inform the officiating Minister of these time limits. If he or she requires additional time, the Church Office and Wedding Coordinator must be notified.

<b>Description of REQUIRED Fees:</b>	<b>Fees</b>	<b>Security Deposit*</b>
1. <b>Building Use Fee</b> for Sanctuary <b>OR</b>	\$300.00	\$100
<b>Building Use Fee</b> for Grace Chapel	\$125.00	\$ 50
<b>Non-Refundable Reservation Fee</b> ( <b><u>DUE AT THE TIME THE APPLICATION IS SUBMITTED</u></b> )	\$100.00	N/A
 <i>The above fees are NOT charged to Active Church Members and are to cover part of the utility costs. Payable to 'The First Reformed Church'. Buildings must be vacated by 10PM, unless special arrangements are made.</i>		
2. <b>Custodial Fee</b> (Payable to Facilities Manager)	\$150.00	\$150.00
3. <b>Audio System Fee</b> (Payable to Audio Staff)	\$125.00	\$125.00
4. <b>Wedding Coordinator Fee</b> (Payable to Wedding Coordinator)	\$150.00	\$150.00
<b>Total Required Fees:</b>		
	Active Members = \$425.00	\$425.00
	Others (using Sanctuary) = \$825.00	\$425.00
	Others (using Grace Chapel) = \$650.00	\$425.00

**Description of OPTIONAL Fees:**

1. <b>Organist Fee</b> (Payable to Organist)	TBD	TBD
2. <b>Soloist Fee</b> (Payable to Soloist)	TBD	TBD
3. <b>Videotape of Wedding Service</b> (Payable to Audio Staff) (An unedited recording of the service)	\$150.00	N/A
4. <b>Live Stream of Service</b> (Sanctuary Only)	\$ 25.00	
5. <b>Wall Sconces</b> – Must use church supplied dripless bees-wax candles.	\$ 25.00	N/A
6. <b>Candelabras</b> – Must use church supplied oil filled candles	\$ 25.00	N/A
7. <b>Pastoral Services</b> - Includes 3 counseling sessions, Rehearsal & Ceremony		
Active Church Members (optional, suggested donation)	\$200.00	\$200.00
Others	\$400.00	\$400.00
Weddings held Off-site (plus mileage)	\$500.00	\$500.00

\* **The Security Deposit** is due the Wednesday before the Wedding and must be a total of all fees for the service providers being utilized. Wedding Coordinator will advise you of the total required amount - payable to 'The First Reformed Church'. If the Rehearsal and Wedding do not exceed the below specified time limits, and facilities are left clean & free of damages, the full deposit (or a portion there-of) will be returned after the Wedding Ceremony.

\* **Rehearsal:** Church facility is reserved for a maximum of **60 minutes for Rehearsal**.

If Rehearsal exceeds 60 minutes, from the scheduled start time of the Rehearsal, the security deposit will be deducted accordingly (as detailed below).

\* **Wedding:** Church facility is reserved for a maximum of **90 minutes for Wedding**.

This time limit includes the Wedding Ceremony, Receiving Line, and photo opportunities in our facilities following the Wedding Ceremony. If 90 minutes is exceeded, from the scheduled start time of the Wedding, the security deposit will be deducted accordingly (as detailed below).

**Fees for exceeding time limits:**

30 minutes over time limit:	50% of the Deposit will be deducted for service provider fees
45 minutes over time limit:	75% of the Deposit will be deducted for service provider fees
60+ minutes over time limit:	100% of the Deposit will be deducted for service provider fees

Please note – **Payment** of all of the above fees (except Reservation Fee) shall be placed in separate envelopes, attached to the Wedding License, and delivered to the Church Office **by the Wednesday before the Wedding**. **Non-Refundable Reservation fee** is due at the time the Wedding Application is submitted.

If further use of the Church buildings is required in conjunction with the wedding service, please use Form B, (available at the church office) for which rentals and fees are in addition to those listed above. **All fees are subject to change at any time by approval of Consistory.**

**By Signing on the below line, you are acknowledging receipt of the above Fee Schedule and are agreeing to pay the fees as specified above. This signed form is due at the time the Wedding Application is submitted to the Church Office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_