

WEDDING INFORMATION FORM

Minister requested: _____

2nd choice: _____

Wedding facilities requested (check one):

Sanctuary Fellowship Hall
 Peace Chapel Garden Other

Wedding Date: _____

Time Wedding Begins: _____

Church held from _____ to _____

Note: You are allowed two hours for your wedding. We suggest if you are having a 1:00 pm wedding that you retain the church from 12:00 noon until 2:00 pm. This will allow time prior for the delivery of flowers, set-up, etc. and time after for clean-up. If you need additional time, that may be arranged when you book your wedding.

Rehearsal needed: Yes No

Rehearsal date / time: _____

Wedding offsite:

Wedding time: from _____ to _____

Location: _____

Phone: _____

FEES

Minister's fee:

Wedding \$125.00
 Rehearsal \$50.00
 Wedding - offsite \$200.00
 Wedding & rehearsal - offsite \$250.00

Wedding fee:

Sanctuary \$300.00
 Peace Chapel (50 people or less) \$200.00
 Rehearsal \$100.00

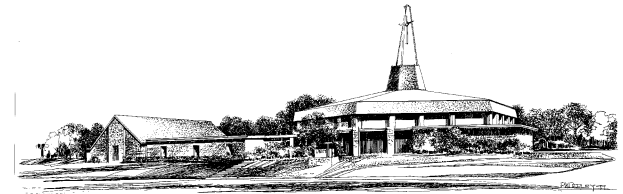
(Weddings include use of the church for 2 hours - if you need additional time for set-up or clean-up, each additional hour is \$50.00. This must be arranged at the time you book your wedding.)

Sound/lighting Engineer \$50.00

All fees to the Minister and Unity Church of Fort Worth shall be paid in advance of the date of the wedding. We must receive a deposit of at least \$50 to hold your date.

Please note: We can put you in touch with a pianist, organist, or soloist but all fees and negotiations for these services should be discussed with each provider directly.

Use this space as a worksheet to total the fees for your wedding.	
Minister	_____
Rehearsal	_____
Wedding facility	_____
(additional hours needed?)	_____
Sound/lighting Engineer	_____
Total Fees:	_____
(Less Deposit / Date Paid)	_____ / _____
Balance due:	_____
Date paid in full:	_____



Unity Church of Fort Worth

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 email: unityfw@dfw.net • website: www.UnityFortWorth.org
Paul John Roach, senior minister

Weddings at Unity

We are pleased that you are considering Unity Church of Fort Worth as the venue for your wedding. We know that this is a very special day for every couple and we strive to make it a happy and memorable one for all involved.

In order that we may provide the very best service for you we ask that you read this brochure carefully. It contains our fee schedule, wedding policies and wedding information form.

If you have any questions feel free to call our office.

WEDDING POLICIES

The ministers and staff are committed to providing an excellent service for you and your guests. We are pleased to offer our facility for your use.

However we want you to know that our church is a sacred place and we request that you treat it as such. The following policies are provided so that the fabric and atmosphere of the facility are maintained.

Decorations / Flowers / Candles:

Decorations (and their placement) must be approved by the church two weeks prior to the wedding date. Anything deemed to be a hazard to the wedding party, guests, or the environment may not be used in the church or outside the church. Wedding parties and their florists should remember that we have numerous activities here at the church. We appreciate your cooperation in following these rules. Thank you!

1. Floor - For safety nothing may be placed on the floor of the church. This includes rose petals (real or artificial) and runners of any kind, etc.
2. Candles - Candles must be placed so they are not a fire hazard. Taper candles must be of the perma-burn type; votives may be used in some places. All surfaces must be protected from wax. If wax is spilled, you are responsible for removing all wax immediately following the post wedding pictures.
3. Pews/Walls - No tape, glue, nails, pins, sticky stuff of any kind may be placed on any surface in the sanctuary. No permanent structure of any type may be placed in the sanctuary.
4. After the Wedding - All items brought in by the

wedding party / florist or decorator must be

WEDDING POLICIES

removed immediately following the post-wedding pictures. Any item not removed will be discarded as we have no place to store items. You are liable for any damage (water, wax, etc, caused to the church).

5. Flowers - Delivery of flowers must be within the time you have rented the church and arranged prior to the date of the wedding. All flowers should be in containers which will not cause damage to any surface.

Photography:

Weddings can be held in any setting, but the choice of Unity Church of Fort Worth's sanctuary or garden has some distinct implications. We consider the ceremony to be a sacred service where the bride and groom pledge themselves to one another in the presence of God. Our policies regarding photographing and videoing weddings here emerge from this consideration.

1. No photographer is permitted on the raised area of the sanctuary during any part of the service. The service begins with the seating of the guests 30 minutes prior to the wedding ceremony and ends with the exit of the families.
2. No flash photos are permitted during the service. Flash photos are allowed before and after the service.
3. Photographers are allowed to take timed exposures during the service. Photographers are to remain stationary during the service as movement causes disruption of the wedding.
4. All photography considerations extend to videographers also.

WEDDING INFORMATION FORM

home phone work phone

Please complete and return to Unity Church of Fort Worth, along with your deposit, to hold your wedding date and time. (Deposits are refundable until two-weeks prior to the date of the wedding.)

Client (person responsible for engaging church, fees, damages, etc.)

client name

address

city state zip

home phone work phone

signature of client (signature indicates acceptance of liability)

Bride:

name

address

city state zip

home phone work phone

Groom:

name

address

city state zip