

# Tewksbury Congregational Church

## Wedding Service Agreement

updated 11/2014

The members of Tewksbury Congregational Church are delighted that you have considered holding your wedding service in our sanctuary. The following document provides a description of the process and costs associated with holding a wedding service at TCC.

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_ to: \_\_\_\_\_

### Fee Schedule:

Service	Non-Member's Fee	TCC Church Member Fee
<b>Sanctuary (Check payable to TCC)</b>	\$240.00	No Charge
<b>Pastor</b>	\$450.00	\$350.00
<b>Pastor</b> (if outside clergy is used)	\$100.00	\$100.00
<b>Organist</b> <small>*Fee includes wedding rehearsal, additional rehearsals: \$50/rehearsal</small>	\$300.00*	\$300.00*
<b>Wedding Coordinator</b>	\$175.00	\$175.00
<b>Wedding Bulletins</b>	\$25.00	\$25.00
<b>Soloists</b>	To be arranged	To be arranged
<b>Cleaning Services</b>	\$75.00	\$75.00
<b>*Prepare-Enrich test</b>	\$50.00	\$50.00
<b>Administrative Support</b>	\$50.00	\$50.00

*\*On the initial meeting with the Pastor, a check should be made out to TCC Enrichment Fund for \$50.00.*

**Total Due:** \_\_\_\_\_

Tewksbury Congregational Church has rooms available to rent for your rehearsal dinner, bridal shower, or wedding reception. Please review the Church Facility Rental Agreement for specific fees and regulations associated with the use of those facilities. Separate checks must be made out to the Pastor, Organist, Wedding Coordinator, Custodian, and any Soloists arranged (names provided by Church office if needed). The remainder of fees are payable to Tewksbury Congregational Church.

I understand and will abide by the agreement as stated above.

**Contact Person's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_