



17 Main Street
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Telephone: 603.868.1230
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www.CCDurham.org

Wedding Contract and Reservation Form

Bride: _____
(Last) (First) (Middle)

Address: _____

City: _____ ST _____ ZIP _____

Phone: _____ E-mail: _____

Member of this church? Yes ___ No ___

Groom: _____
(Last) (First) (Middle)

Address: _____

City: _____ ST _____ ZIP _____

Phone: _____ E-mail: _____

Member of this church? Yes ___ No ___

Alternate Contact Person: _____

Phone: _____ E-mail: _____

ONE MONTH MEETING: An appointment must be made to meet with a Community Church of Durham staff member **1 MONTH prior** to the wedding to review the Wedding Guidelines and clarify arrangements.

APPOINTMENT Date and time: _____

WEDDING Date and time: _____

BRIDE'S ROOM: Yes ___ No ___
(available one hour prior to wedding time)

REHEARSAL Date and time: _____

NUMBER of Guests: _____ Sanctuary ___ or Chapel ___

We agree to the fees, dates, and attached guidelines set forth in this contract and accept responsibility for any damages, labor costs related to extended rehearsal time, or extra cleanup costs following your wedding.

Signatures:

Bride: _____ Date: _____

Groom: _____ Date: _____

CCD Staff Member: _____ Date: _____

Persons serving in your wedding:

Clergy: _____ Phone: _____

Florist: _____

Photographer: _____

Wedding Coordinator: _____

Organist/Musicians: _____

POST WEDDING MAILING ADDRESS

Name: _____

Address: _____

City: _____ ST _____ ZIP _____

Phone: _____ E-mail: _____

WEDDING FEES:

This signed form with a non-refundable \$250 deposit will reserve the date and time requested for your wedding. The final payment is due one week prior to the wedding date. Other payments must also be received one week prior to your wedding date.

- ❖ Sanctuary: \$500 or Chapel: \$400
- ❖ Minister: suggested fee of \$300 made out to the "Minister's Discretionary Fund"
- ❖ Organist: Varies (may vary depending on music selection, preparation time, etc. half at time of date reservation, balance one week prior to the wedding.)
- ❖ Church Wedding Liaison: if the pastor to officiate is someone other than Rev. Westfall, we will secure a wedding liaison to be on hand during your rehearsal and wedding at an extra fee of \$50

MINISTER: Guest clergy may officiate, with the permission of Rev. Westfall. In addition, if Rev. Westfall is unavailable on your selected date, we do have a list of United Church of Christ clergy who can step in to perform the ceremony.

MUSIC POLICY:

The bridal couple is responsible for making arrangements for music. The Church Organist, Catherine York, should be consulted as soon as your wedding date is chosen, and you will talk with the Organist again later to select the music to be played. If there is to be a guest organist, a soloist, or other instrumentalist, it is a courtesy to first request permission from the Church Organist regarding use of the organ and practice times.

MEETING WITH THE MINISTER:

If Rev. Westfall is officiating, the couple shall meet with her soon after your application has been sent. This meeting will provide information that will be helpful in planning the wedding ceremony.