

CLIFTON PRESBYTERIAN CHURCH
BUILDING USE APPLICATION
FOR WEDDING



P. O. Box 320, Clifton VA 20124
 Telephone: (703) 830-3175 Email: office@cliftonpc.org

Approved by:
 Clerk of Session _____
 Worship Elder _____

Date Received _____
 Member (no fee) _____
 Non-Member _____

FEES (CPC Members do not pay for building use)	SANCTUARY - FELLOWSHIP HALL CANCELLATION REFUND POLICY
* Sanctuary \$ 750.00	1) Fourteen days or less before the ceremony - no refund
* Fellowship Hall for reception \$ 800.00	2) Fifteen to sixty days before the ceremony - ½ fee refund
*Wedding Deposit to hold date due at Signing: \$250	3) Sixty one or more days before the ceremony - full refund
*Remaining amount due 60 days before ceremony.	
CPC Music Director \$300.00 Services must be booked personally with the music director at: musicdirector@cliftonpc.org	Refundable Payment should be mailed to: Name: _____ Address: _____ _____ _____
CPC Minister \$500.00 (Services must be booked personally with the minister, pastordiane@cliftonpc.org (not through the church office)	

** Fees for the use of church facilities are required 60 days prior to the wedding*
**Includes tables, chairs, and clean up fee*

FOR THE PURPOSE OF:

_____ Wedding Rehearsal Date: _____ Time: _____
 _____ Wedding Ceremony Date: _____ Time: _____

SPOUSE 1 NAME: _____ **PHONE: (C)** _____

ADDRESS: _____

Email: _____

SPOUSE 2 NAME: _____ **PHONE: (C)** _____

ADDRESS: _____

Email: _____

Policy: *Clifton Presbyterian Church Session will be informed of the applications for weddings to determine that the activities are deemed compatible with the church's mission and outreach. Please review the CPC Building & Grounds Use Policy, the CPC Privacy Policy, and include a signed Use of Church Facilities Agreement with this application.*

Date Received : _____ Signature: _____ Deposit Fee: \$ _____ CK# _____
 (Office Administrator)
 Final Payment Fee Received on _____ Amount: \$ _____ CK# _____

Please check or complete where appropriate:

I hereby apply for the use of:

_____ Church Sanctuary: number of guests: _____

(Seats 130 comfortably-150 MAX CAPACITY)

_____ Fellowship Hall (Capacity up to 150 persons)

(Catered receptions only)

Name of the officiating pastor _____

Denomination: _____

Phone number of officiating pastor: _____

Email: _____

Name of musician(s): _____

Phone #: _____

Name of Photographer: _____

Phone number: _____

Will members of the wedding party dress at the church? **Yes** or **No**

Will any flowers be left for the worship service(s) following the wedding ceremony? **Yes** or **No**

Wedding Rehearsal Dinner: _____

Wedding Reception _____

Applicants' Signatures: _____

Date: _____

Date: _____

FORM A

Clifton Presbyterian Church

12748 Richards Lane

P. O. Box 320

Clifton, VA 20124

Tel: (703) 830-3175 Email: office@cliftonpc.org

We welcome ordained ministers from other churches and denominations to officiate at weddings at Clifton Presbyterian Church. In order to make this possible, we request the information listed below. Whether from in-state or out-of-state, **all religious officiants** must be authorized by a Circuit Court in the Commonwealth of Virginia in order to perform marriage ceremonies. **We also require that all couples using our church for their wedding take part in pre-marital counseling in preparation for their marriage. Please be advised that the rehearsal must be conducted by the officiating pastor.**

REGISTRATION OF

MINISTERS OFFICIATING AT CPC WEDDINGS

Minister's Name: _____

Phone (H): _____ **(W):** _____

Address: _____

Church: _____

Denomination: _____

Date of Ordination: _____

Licensed to perform weddings in Virginia by _____,
(jurisdiction)
_____.
(date)

Officiating at the wedding of: _____
(names of couple)

Date and time of wedding: _____

Date and time of rehearsal: _____

Pre-marital counseling will be conducted by: _____
(name of minister or counselor)

Signature of Minister: _____ **Date:** _____

Clifton Presbyterian Church

Wedding

USE OF CHURCH FACILITIES AGREEMENT

We, the undersigned, acknowledge that we have read and understood the Guidelines for the Use of Church Facilities and agree to abide by them. In consideration of the Church's agreement to permit our use of the facilities, we agree to indemnify, defend and hold harmless the Clifton Presbyterian Church, its agents, employees, and members, from and against all costs, damages, claims, liabilities, and expenses (including attorney's fees) to the person or property of ourselves, our guests, ministers, florists, photographers, musicians, and any and all other persons entering upon the Church property for the purpose of our wedding or religious service, occasioned by or resulting in any way out of our use of the Church facilities.

We also accept responsibility for making others involved in the service, including our guests, ministers, florists, photographers and musicians, aware of the Church's stated policy regarding:

- Building & Grounds Use Policy
- [privacy policy](#)

Spouse 1: *(print name)* _____

Signature _____ Date _____

Spouse 2: *(print name)* _____

Signature _____ Date _____