

# Collingswood Presbyterian Church

## *Christian Marriage*





# Your Wedding Ceremony

Known as one of the oldest congregations in Collingswood, originally organized in 1904, the century-old Sanctuary of Collingswood Presbyterian Church offers a truly unique location to begin your married life. This congregation believes that every person and every couple is unique and that your wedding day should be tailored to reflect the relationship you are creating -- no matter how elaborate or simple you may desire. Exchange your most sacred vows in a beautiful sanctuary adorned in glowing stained glass windows, all with their own individual symbolic meaning. Historic grandeur meets faith and celebration in this stunning church. Make this defining moment in your life truly special when you say your "I do's" at the Collingswood Presbyterian Church.

Collingswood Presbyterian Church has been blessed to host countless wedding ceremonies for both our church members and members of our community. Within these pages you will find all of the information, policies, and procedures for utilizing Collingswood Presbyterian Church's facilities for a wedding.

Your wedding is a sacred occasion. It will be most meaningful to you, your families, and friends when there is careful planning. For that reason, the following information will guide your plans for your wedding here at Collingswood Presbyterian Church. Please contact the church office by phone (856-854-4523) if you have any questions or to request a reservation.

## Amenities

Balcony	Wedding party dressing areas	Pipe Organ	Air Conditioning
Center Aisle (57 feet)	Grand Piano	Venue set up and clean up	Handicap Accessible
	Parking lot	Capacity Max Sanctuary: 400 guests	

## General Policies

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### PREMARITAL COUNSELING

All couples marrying at the Collingswood Presbyterian Church will be required to attend premarital counseling. During these sessions we will discuss the nature of Christian marriage, the relationship of the couple, the faith resources available to couples and the nature and form of the wedding service itself.

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### WEDDING LICENSES

You can apply for a license anytime before your wedding. Once issued, licenses are valid for 30 days. You must apply for your license at least 3 working days before your wedding date. It takes 72 hours to process the application. When you go to apply please take with you:

- Identification
  - A witness who is over the age of 18
  - Final divorce decree if you are divorced
  - Special note: If you are both from out of state, you must apply for a license in the municipality in which the ceremony will take place.
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### DATES FOR WEDDINGS

No weddings may be scheduled that will conflict with any service or church activity involving membership, either regularly scheduled or special. (Any exceptions are at the discretion of the church)

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### WEDDING TIMES

- Wedding ceremony times are to be arranged with the Wedding Coordinator.
  - No wedding will be scheduled later than 6 PM and be complete no later than 9 PM.
  - A time frame of four hours (an hour for setup, an hour for pictures before the ceremony, the ceremony itself and an hour after for pictures and departure) is available for the wedding ceremony.
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### REHEARSAL

- The rehearsal shall begin promptly at the time scheduled. One and a half hours will be set aside for the rehearsal. All members of the wedding party should be on time.

- The Pastor of CPC or other officiant is responsible for directing the wedding rehearsal, which should take no longer than 60 minutes.
- On the night of the rehearsal, please bring with you: the wedding license, cash for all fees, the wedding candle(s) and candleholder.

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## MUSIC

All music for the ceremony should be appropriate for a service of worship. The organist can offer appropriate suggestions for all the music of the wedding. Please consult the pastor and organist before settling on particular music to be played or sung. If you are having a soloist, or some other musical performer in addition to the organist, you are responsible for negotiating and paying their fee. There will be a fee if our church accompanists are used. This fee is in the schedule of fees.

None of the church sound or media equipment is available to use unless prior arrangements are made with the church and our Sound Tech. No one is permitted to use the sound/media equipment other than those designated by the church. The fee for the sound/media person is included in the schedule of fees.

Any last minute additions to the program that result in complications are not the responsibility of CPC. Therefore, it is necessary to have the program set at time of rehearsal for adjustments and problem corrections.

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## FLOWERS AND DECORATIONS

Decorations are to be arranged by the wedding party, and the following guidelines apply:

- Nails, tacks, tape, or other instruments are not to be used that would in any way mar the church property. All final decisions rest with the church. No decorations are to be taped to the pews.
- All vendors, i.e. the florist, decorators (including family members) etc., must make arrangements with the Wedding Facilities Coordinator for entry.
- No candles can be used unless they are battery operated candles. Wedding Coordinator will take care of any candles and will answer questions pertaining to them. If you wish to light a wedding candle, you must provide one and the candleholder for these candles.
- Couples may use the church's lit candelabras.
- Confetti and rice are prohibited for exit from church; birdseed and bubbles are acceptable alternatives.
- The choir loft furniture and the piano may NOT be moved.

## PHOTOGRAPHER AND VIDEOGRAPHER

A wedding service in the Collingswood Presbyterian Church is a service of Worship of Almighty God. We ask your photographer and your friends to refrain from taking flash pictures during the ceremony. It is most distracting, and makes a worshipful attitude more difficult. Your professional Photographer will act in a respectful and professional manner. Once the procession has reached the front of the church, the photographer may continue to take available light pictures from the sides or back of the Sanctuary or the balcony but must not obstruct the view of any guest or cause any distraction to the wedding ceremony. Everyone can feel free to take pictures as the bride enters and as the bride and groom leave.

If you wish to make a videotape of the service we ask you to consult with the pastor beforehand on the placement of the camera. No additional lights can be used for the videotaping. We ask, again for reasons of maintaining a worshipful environment, that the camera be placed on a tripod or held by hand in one place only. The videographer cannot move around the sanctuary during the service.

High speed internet is available in the sanctuary should you wish to live-stream the service.

Any aid from the sound tech needs to be worked out in advance of the wedding ceremony either by phone or during the rehearsal.

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## WEDDING FACILITIES COORDINATOR

The church requires the use of its Wedding Facilities Coordinator.

The Wedding Facilities Coordinator will:

- assist the couple in coordinating the wedding and rehearsal.
- place the rehearsal date on the church calendar. The time and place of the rehearsal are at the discretion of the church and may be changed if the church feels necessary.
- A fee for the coordinator's services is required and is outlined in the schedule of fees.

## Schedule of Facility and Personnel Fees

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### RENTAL FEES \$1000

There is a base rental fee of \$1000 for the use of the church sanctuary, which covers both the rehearsal (up to 2 hours) and the wedding ceremony (up to 4 hours). Additionally, the wedding party may use TWO rooms in the building for wedding party preparation on the day of the wedding, and this usage will be included in this fee. Lit candelabras are included. Set up time can start up to 3 hours prior to event start time. Events must end by 9:00PM.

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### WEDDING FACILITIES COORDINATOR (REQUIRED) \$150

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### ORGANIST AVAILABLE \$200

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### OFFICIANT AVAILABLE \$300

If our pastor is unavailable, we can help direct you to another approved officiant to perform the wedding service, though the price for that officiant may differ from our own fee rate.

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### SOUND TECHNICIAN FOR POWERED SOUND \$150

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### CLEANING DEPOSIT \$100

Fully refunded if the sanctuary and all spaces used are returned to a clean condition, all trash has been taken out to the church dumpsters, and no steam cleaning or repairs are required as a result of use. If these conditions are not met, then payment for these services to the church custodian will be taken out of the deposit up to the full amount. You may also choose to simply have our custodian do the cleaning for your event for \$100.

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### SPECIAL RESTRICTIONS

- No kitchen available
- Church must approve all decorations
- No catering allowed
- No smoking
- No alcohol allowed on premises

## Steps to Request Your Reservation

*If you decide that you would like to have your wedding ceremony here at Collingswood Presbyterian Church, here are the steps you will need to follow in order to move forward with this process:*

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### STEP #1:

Fill out the information in the reservation request form — a separate form on the next page or downloadable on our website <https://collingswoodpres.com/for-your-information/>

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### STEP #2 : PAYMENTS

Once you've received approval from the church, you will need to mail or bring in your deposit of 50% of rental PLUS the cleaning deposit to secure the reservation. The remainder of the rental fees and other individual payments are due on or before the wedding rehearsal.

#### **Summary of fees:**

- \$1000 for rental of Sanctuary
  - \$150 for Wedding Facilities Coordinator
  - \$150 for sound technician (required if sound system is used)
  - \$200 for organist
  - \$100 cleaning deposit or \$100 for custodian to clean
  - \$300 for officiant/pastor (includes premarital counseling)
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### STEP #3: REQUIRED

Liability, Insurance and Agreement Forms Signed



# Wedding Reservation Form

## Collingswood Presbyterian Church

### APPLICATION FOR USE OF CHURCH FACILITIES - WEDDING

DATE APPLICATION SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

WEDDING PARTY REQUESTING FACILITY USE \_\_\_\_\_

PERSON SUBMITTING REQUEST: Name: \_\_\_\_\_

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

Phone : \_\_\_\_\_ Cell: \_\_\_\_\_ . email \_\_\_\_\_

FACILITY WILL BE USED FOR: (circle all that apply) REHEARSAL - WEDDING CEREMONY - POST WEDDING RECEPTION - OTHER

DESIRED DATE OF REHEARSAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ DESIRED DATE OF WEDDING \_\_\_\_/\_\_\_\_/\_\_\_\_

SATURDAY DESIRED TIME: \_\_\_\_\_ (DATES SUBJECT TO APPROVAL)

#### ACTUAL TIMES YOU NEED ACCESS TO FACILITY (INCLUDING SET-UP & CLEAN-UP) WILL BE DETERMINED

APPROXIMATE NUMBER ATTENDING: \_\_\_\_\_

ROOMS INCLUDED WITH STANDARD WEDDING: SANCTUARY NARTHEX 2 WEDDING PARTY PREP ROOMS

ANY SPECIAL REQUESTS: \_\_\_\_\_

WILL THERE BE A NEED FOR OUR MUSIC DIRECTOR? YES NO

WILL THERE BE A NEED FOR AMPLIFIED SOUND? YES NO

**THIS REQUEST WILL BE FOLLOWED BY CONTACT FROM A CHURCH-APPOINTED COORDINATOR WHO WILL MEET WITH THE WEDDING COUPLE TO DISCUSS SPECIFICS.**

**\* ALL APPLICANTS ARE ASKED TO READ THE ATTACHED GUIDELINES BEFORE SUBMITTING AN APPLICATION \***

**I have read the attached "Use of Church Facilities" guidelines and will be responsible for insuring that all rules are followed during this event.**

\_\_\_\_\_  
Signature of Wedding Party Representative

\_\_\_\_\_  
Date

#### CHURCH STAFF INPUT

DATE APPLICATION RECEIVED IN CHURCH OFFICE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE / TIME AVAILABLE ON CHURCH CALENDAR FOR ROOM(S) AND/OR OTHER SPACE REQUESTED ABOVE.

ROOM(S) RECOMMENDED & AVAILABLE, IF NOT SPECIFIED ABOVE: \_\_\_\_\_

CUSTODIAN REQUIRED  CHURCH MEMBER INDICATED ABOVE WILL ACCEPT CUSTODIAL RESPONSIBILITY.

FACILITY USE FEE: \$ \_\_\_\_\_ CUSTODIAL FEE: \$ \_\_\_\_\_

#### SESSION

APPROVED  DISAPPROVED REMARKS: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Committee Chair

\_\_\_\_\_  
Date

APPROVED EVENT ADDED TO CHURCH CALENDAR. APPLICANT NOTIFIED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MAIL COMPLETED FORM TO: Collingswood Presbyterian Church, 30 Fern Avenue, Collingswood, NJ 08108-1919; or scan and email to collingswoodpres@verizon.net. Call 856-854-4523 with questions.**

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## LIABILITY (DOWNLOAD FORM FROM WEBSITE)

Summary – This contract is to insure the safety, enjoyment, and sanctity of your wedding activities. It is intended to protect you and your wedding party, family, and friends as well as Collingswood Presbyterian Church (CPC).

It is important that you read the entire wedding policy carefully and understand it. Please ask about anything you don't understand or are unclear as to the meaning. Once you are comfortable please sign the necessary forms and return them to the church office as soon as possible with your deposit. Dates are booked on a first come, first served basis.

You must work with the Wedding Facilities Coordinator to schedule times of rehearsal and wedding ceremony. Verbal commitments from any other party are not valid. It is your responsibility to contact the Wedding Facilities Coordinator to schedule consulting times. If you have any questions, feel free to contact the church office (856-854-4523) or the Wedding Facilities Coordinator.

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## INSURANCE

Non-members of Collingswood Presbyterian Church must secure a liability rider which will be determined by the Wedding Coordinator and attach documentation to this application. You may obtain this “one-day” policy by speaking with your insurance agent, or researching on the internet. The church will need to have evidence of this coverage mailed or emailed to us by ONE WEEK PRIOR to the wedding date.

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## CANCELLATIONS

- Cancellations made 30 days or more prior to the wedding will receive a full refund, minus 20% of the deposit. No payments will be required for the pastor, sound technician, or wedding coordinator. Cleaning deposit will be refunded in full.
  - Cancellations made 30 days or less (up to one week before) prior to the wedding will receive a refund, minus 25% of the deposit. No payments will be required for the pastor, sound technician, or wedding coordinator. Cleaning deposit will be refunded in full.
  - Cancellations made within one week of the wedding will receive a refund, minus 30% of the total rental cost. No payments will be required for the pastor, sound technician, or wedding coordinator. Cleaning deposit will be refunded in full.
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## WEDDING RULES AND REGULATIONS

All couples who wish to use the church's facilities must abide by all of the rules and regulations set out below:

1. No lewd Behavior
2. No alcoholic beverages on church property.
3. Smoking IS NOT permitted on church property.
4. No illegal drugs are permitted on church property.
5. Music shall be approved by music director. (See above)
6. Rice, birdseed, bubbles or confetti are NOT permitted inside the building, but may be permitted outside if approved by the Wedding Coordinator and must be cleaned up by the wedding party if used.
7. No Food or Drink may be brought into the sanctuary at any time.

