



Wedding Fees Schedule

Member Non-Member

Wedding Date _____

Wedding Name _____

\$175.00 Scheduling Deposit Received Yes No

A fee of \$175.00 is due when the wedding is approved by the Facility Committee and scheduled with the office. This fee is non-refundable if a scheduled wedding is canceled. (This fee will be applied to the damage deposit and other fees at the time of billing)

**Damage
Deposit.....\$ 100.00**

Refundable 14 calendar days following assessment of facilities

Not refundable if wedding is canceled, facility is left in an unacceptable condition or rules are not followed.

FACILITIES:

Sanctuary for up to 4 hrs the day of the wedding,..... **Member/Free, non-member \$ 200.00**
(Gives access to the Sanctuary 3 hrs, before the wedding plus 1 hr for the wedding and 1 hr. for the rehearsal.)

(Additional time may be arranged for ahead of time at \$85.00/hour)

Fellowship Hall & Kitchen for up to 7 hours**Member/Free, Non-member \$ 100.00**
(Give access to the hall/kitchen 4 hrs before the wedding and 3 hrs after the wedding start time, additional hours may be arranged for ahead of time for \$ 85.00/hour)

(Wedding party is responsible to put back all furnishing to pre-wedding set up and remove all decorations off the wall and ceiling)

PERSONNEL FEES WEDDING:

Pastoral officiating..... Gift
(Suggested \$ 150.00)

Organist/Pianist.....\$ 100.00

Organist/Pianist/Rehearsal.....\$ 50.00

Sound System Operator, wedding day (required)..... \$ 30.00

Sound System Operator/Rehearsal (required)..... \$ 30.00
Wedding Coordinator (Required)..... \$200.00
(Includes consultation to discuss rehearsal and wedding plans, and presence of coordinator at rehearsal and wedding up to 10 hours total, additional time at \$25.00/hr)

Custodian/Cleaning Fee
(Required)..... \$100.00

Program Printing
(Optional)..... \$ 25.00

Fees are to be paid to the wedding coordinator no later than one month prior to wedding date.
(Fees on this Schedule may change without notice and are guaranteed only after fees have been paid.)



Evangelical Chinese Church
Wedding Committee Policy and Procedures

Guidelines:

1. In regards to the couple
 - a. Both must be baptized Christians
 - b. Wedding ceremony will not be performed at ECC for divorced person (s).

2. Wedding regulations
 - a. No alcoholic beverage is to be served on the church premises.
 - b. No social dancing is allowed on church ground.
 - c. Songs to be used in wedding must be approved by pastor.
 - d. Ceremony content and officiating minister who is not ECC pastor will be subject to the approval of ECC pastor.
 - e. No thumbtacks or articles should be hung without consulting with the coordinator
 - f. No rice or bird seed please.
 - g. All food should be confined to the fellowship hall area.
 - h. For your protection, do not leave any valuables in any room unattended. The church is not responsible for any lost or stolen items.
 - i. All candles used have to be dripless.
 - j. The wedding party is responsible for helping rearranging furniture. They should make these arrangements in advance with the coordinator. All facilities should be left in the condition in which they were found.

Procedures:

1. Contact church pastor for approval and premarital counseling.
2. Pastor will refer the couple to Wedding coordinator.
3. Initial meeting with the wedding coordinator to:
 - Complete registration form
 - Set/reserve date and time for ceremony and rehearsal.
 - Go over general outline for wedding/advice

4. Meeting with Coordinator one month prior to wedding to finalize wedding arrangement and go over details.
5. Rehearsal
6. Ceremony



證道堂
Evangelical
Chinese Church
Seattle • East King County

Evangelical Chinese Church

Wedding Registration Form

This is Your day and it is our desire that everything shall be just as you wish it to be within the tradition of a beautiful Christian wedding. We are here to help you in any way possible and to offer suggestions and recommend those who might be of help to you.

Please fill out the following form and go over the information with the wedding coordinator at your earliest convenience. Give the completed form to the coordinator at least one month prior to your wedding. Thank you.

Month _____ Day _____ Year _____ Time _____

Rehearsal Date _____ **Time** _____

Wedding of:

Bride _____ Groom _____

Address _____ Address _____

City, State _____ City State _____

Phone _____ Phone _____

Email _____ Email _____

Wedding Manager _____ Phone/email _____

Maid/Matron of Honor _____ Best Man _____

Bridesmaid(s) 1. _____ Groomsmen 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

Flower girl _____ Ring Bearer _____

Candlelighters _____, _____

Minister _____ Assistant Minister _____

Special Music _____, _____

Organist _____ Pianist _____

Bride's mother _____ by usher _____

Groom's mother _____ by usher _____

Grandparents, Bride _____ by usher _____

Grandparents, Groom _____ by usher _____

How many reserved pews for relatives?

Bride's _____ Groom's _____

Other special seating? _____

Colors Chosen _____

Number of guests _____

We hereby release Evangelical Chinese Church from any responsibilities for lost or stolen property and agree to release, absolve, indemnify and hold harmless the ECC in event any claim should arise during the use of the said facility for any wedding activities that has been approved per application.

_____, _____, _____
Bride Groom Date