

# St. James Church (SJC) *Marriage Application*

Date of Application \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Ceremony \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Reception Site & Location \_\_\_\_\_

1. Have you asked another minister to participate in the ceremony? \_\_\_\_\_

If yes, please give name and church affiliation \_\_\_\_\_

2. How long have you been in a relationship? \_\_\_\_\_

3. How long have you been engaged? \_\_\_\_\_

4. Address of your marital home \_\_\_\_\_

## Questions to be answered by the Groom:

1. Present address \_\_\_\_\_

2. Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

3. Place of Employment & Profession  
\_\_\_\_\_

4. Have you received Jesus Christ as your personal Savior? Yes \_\_\_ No \_\_\_

If yes – on the back of the page, please give a brief description of your salvation experience and present relationship with the Lord.  
If unsure, will you be willing to discuss this with the pastor? \_\_\_\_\_

If no, please indicate on the back why you desire a Christian wedding ceremony at St. James Church.

5. Are you a church member? \_\_\_\_\_ Name of church \_\_\_\_\_

Location \_\_\_\_\_ How often do you attend? \_\_\_\_\_

6. Have you been previously married? \_\_\_\_\_ Divorced? \_\_\_\_\_

7. Are your parents, family, and/or friends in agreement with this marriage? \_\_\_\_\_

8. Do you see separation or divorce as an option for this marriage? \_\_\_\_\_

9. If marriage problems arise, would you be willing to see the minister who married you (or another if distance makes it impossible) for counseling? \_\_\_\_\_

10. Educational background \_\_\_\_\_

## Questions to be answered by the Bride:

1. Present address \_\_\_\_\_

2. Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

3. Place of Employment & Profession  
\_\_\_\_\_

4. Have you received Jesus Christ as your personal Savior? Yes \_\_\_ No \_\_\_

If yes – on the back of the page, please give a brief description of your salvation experience and present relationship with the Lord.  
If unsure, will you be willing to discuss this with the pastor? \_\_\_\_\_

If no, please indicate on the back why you desire a Christian wedding ceremony at St. James Church.

5. Are you a church member? \_\_\_\_\_ Name of church \_\_\_\_\_

Location \_\_\_\_\_ How often do you attend? \_\_\_\_\_

6. Have you been previously married? \_\_\_\_\_ Divorced? \_\_\_\_\_

7. Are your parents, family, and/or friends in agreement with this marriage? \_\_\_\_\_

8. Do you see separation or divorce as an option for this marriage? \_\_\_\_\_

9. If marriage problems arise, would you be willing to see the minister who married you (or another if distance makes it impossible) for counseling? \_\_\_\_\_

10. Educational background \_\_\_\_\_

We have read and will abide by the requirements for weddings at St. James Church as set forth in the wedding brochure. Yes \_\_\_ No \_\_\_

**St. James Church (hereafter referred to as SJC)**  
**Wedding Lease Terms and Conditions for Inactive and Non-Members**

**Rental Fee and Damage Deposit:** The Lessee shall pay the balance of the Rental Fee and Damage Deposit in full the day the Lease Agreement is signed to secure reservation. **A Rental Fee of \$850.00 plus a \$200.00 refundable Damage Deposit includes use of the following facilities: sanctuary, bride's room, groom's room (choir room and/or fellowship hall), restrooms, organ and piano, sound system and heating and cooling as required for a rental period of seven hours (one hour for rehearsal & six hours on the wedding day). This fee also includes services of the Pastor, Minister of Music, and the Facility Representative & Custodian. This ONLY includes fellowship hall for reception IF initialed here: \_\_\_\_/\_\_\_\_.**

Separate checks shall be written by the Lessee for the costs as follows:

- \$350, made payable to St. James Church, for the *Rental Fee* of the church facilities (as specified above)
- \$250, made payable to Rev. Jeffrey D. McCarty (includes initial consultation, 3 premarital education sessions, one hour rehearsal and ceremony)
- \$150, made payable to Donna Vaughn (includes one hour rehearsal and ceremony without a soloist; Additional fees apply for soloist, purchased music, and/or additional rehearsal time)
- \$100, made payable to St. James Church, in care of a *Facility Representative & Custodian*
- \$200, made payable to St. James Church, for *Damage Deposit* (refundable within 2 weeks after the wedding, after the building has been evaluated and no damage is discovered)

SJC may repair any damage caused by Lessee or occurring during Lessee's occupancy, at Lessee's expense, and deduct the cost from the Damage Deposit. If no damages occur the Damage Deposit will be refunded within three weeks after the event.

**Failure to Pay Rental Fee and Damage Deposit:** In the event that the Lessee shall fail to pay the Rental Fee and Damage Deposit on the day payment is due, the reservation shall automatically be cancelled.

**Rental Hours:** The rental period consists of seven hours, which includes one hour for rehearsal and six hours for setup, pictures, the ceremony and cleanup. The rental period for the day of the wedding is from \_\_\_\_ - \_\_\_\_ pm (initials\_\_\_\_), with the ceremony taking place at \_\_\_\_ pm (initials\_\_\_\_). A one hour rehearsal will be scheduled the night before the ceremony between the hours of \_\_\_\_ - \_\_\_\_ pm (initials\_\_\_\_). All deliveries, setup, decorating, takedown, cleanup, rehearsal and photography must be completed within the allotted time set forth in the Lease Agreement.

**Additional Hours:** Additional hours may be purchased for organ practice, decorating, photographs, etc. at the cost of **\$50.00 per hour**. No additional hours may be purchased on the day of the event. Please keep in mind that you will be billed the hourly rate of \$50.00 per hour for any additional time over your allotted six hours on the day of the wedding.

**Cancellation Policy:** The Lessee may cancel the reservation **in writing** 30 days in advance of the event and receive a full refund. If the Lessee cancels the reservation less than 30 days in advance of the event, SJC shall retain the Rental Fee and refund the Damage Deposit.

**Pastor:** Services include initial consultation, 3 premarital education sessions, one rehearsal, and the wedding ceremony. Our Lead Pastor will perform all wedding ceremonies. A visiting minister may assist in performing the ceremony at the discretion of, and upon invitation by the Lead Pastor.

**Minister of Music:** It is the policy of St. James that our Minister of Music play at all weddings. If she is unavailable, a qualified replacement will be arranged by SJC. Musicians outside our congregation may participate upon approval of the Minister of Music. ALL wedding music must be approved by the Minister of Music.

- *In case of unforeseen events that come up, we will supply an adequate replacement for either the Pastor or the Minister of Music.*

**Facility Representative:** A representative from SJC will be on duty to unlock the building, handle lighting and oversee setup before the event and cleanup after the event. They will also be available to answer any questions or address any issues concerning the facilities. Lessee understands and agrees that SJC shall be entitled to have its representative present at all times during the event, and such representative shall have access to the entire facility at all times.

**Decorations:** Subject to the supervision and approval of SJC, Lessee may decorate the sanctuary but without the use of nails, tacks, screws or other fasteners, tape or other adhesives, on wood or plaster walls and surfaces, and without defacing the premises. If candelabras are to be used, candles must be of the no-drip type or glass enclosed. If pew candles are to be fastened to the pew ends, candles must be glass enclosed and care must be taken to secure them with ribbon or other pliable material so that they will not damage the finish of the pews. No other type of open flame is permitted. **Rose petals may be tossed during the ceremony but must be cleared immediately following the ceremony by the Lessee or their florist.**

**Air Conditioning/Heating:** The sanctuary is equipped with heating and cooling systems. The temperature will be monitored and regulated by the wedding coordinator.

**Sound System:** SJC will provide a lapel microphone for your minister, a soloist microphones and a lectern microphone. If you wish to use taped music or CDs, these must be provided no less than 2 weeks before the event. Outside equipment is not permitted in the building by the Lessee or their service personnel. Lessee and their service personnel will have no access to the sanctuary's sound control room.

**Nursery:** The nursery cry room is available at the back of the sanctuary for use by parents with babies or small children. All children must be supervised; the toys should be put away; and the nursery must be returned to its original order.

**Alcoholic Beverages:** No alcoholic beverages of any kind may be consumed in the building or on the church property. Lessee and/or their guests will be asked to remove any alcoholic beverages from the facility immediately upon observation. **SJC RESERVES THE RIGHT TO CANCEL THE LEASE IMMEDIATELY UPON THE BREACH OF THESE TERMS. SJC may cancel prior to or during the event.**

**Service Personnel:** Lessee shall be responsible for obtaining florists, photographers, videographers or other service personnel it desires.

**Setup/Takedown:** All deliveries, setup, decorating, takedown, and cleanup must be completed within the allotted time set forth in the Lease Agreement. **Lessee is responsible for making arrangements to have all decorations and rental equipment removed at the end of the allotted time set forth in the lease.** SJC assumes no responsibility for rental equipment left on the church property for later pickup.

**Cleanup and Damage Policy:** Lessee shall provide for clearing of the sanctuary and church property after the event. If the Lessee fails to clear immediately after the event, SJC may do so at the Lessee's expense, and deduct the cost from the Damage Deposit. SJC may repair any damage caused by Lessee or occurring during Lessee's occupancy, at Lessee's expense, and deduct the cost from the Damage Deposit. Lessee shall reimburse SJC upon demand for any damage to or destruction of the facilities, furniture, equipment, fixtures, grounds, landscaping, or any other property owned, used or operated by SJC, caused by any act or omission of the Lessee's guests, invitees, licensees, employees, caterers, florists, decorators, or musicians. If the cost of cleanup, repair and replacement exceeds the Damage Deposit, Lessee shall be liable for the balance, which shall be due and payable on demand, and shall bear interest at the rate of 1% per month.

**Concurrent Use:** Lessee understands and agrees that the Facility is customarily used by more than one party concurrently, and agrees to allow SJC to exercise its sole discretion to moderate sound volume of the event, whether consisting of live or recorded music, electronically amplified sound, or loud or obnoxious crowd noise. Lessee agrees to cooperate with the efforts of SJC to control sound volume for the benefit of all renters of the facilities.

**Prohibited Activities:**

- No Smoking is permitted in or on St. James Church property.
- No Alcoholic beverages or illegal drugs of any kind may be served/consumed/used on St. James Church property.
- No tossing of rice or birdseed is permitted.
- Driving and parking on the grass, or in any fire lane, is prohibited. Individuals making deliveries may access the building through the north entrance adjacent to the side parking lot located off of Hathaway.
- Lessee shall not operate or permit the operation of any machinery or equipment operated by electricity or other power without approval of SJC.
- Lessee shall not permit explosive or highly flammable substances to be brought onto the grounds or into the facility.

**Signage:** Directional signage, balloons, ribbons, etc. are strictly prohibited on church property or its surrounding neighbors' property. Lessee agrees to cooperate with the efforts of SJC to maintain the integrity and aesthetic quality of our facility by not posting, nailing, screwing or otherwise attaching anything to columns, walls, floors, or other parts of the building, furniture or grounds. If Lessee fails to do so, a fee for removal and cleanup (\$100.00) will be charged to the Lessee and will be deducted from the Damage Deposit.

**Publicity:** SJC reserves the right to approve in advance all forms of advertising or publicity when its name is used. The Lessee guarantees that the establishment of a partnership with, or co-sponsorship by, SJC of any event will not be implied in any way unless the express permission of SJC is included in this Lease Agreement. SJC also reserves the right to review and approve in advance all advertising copy that bears its name.

**Breach of Lease:** **SJC RESERVES THE RIGHT TO CANCEL THE LEASE IMMEDIATELY UPON THE BREACH OF ANY OF THE TERMS AND CONDITIONS** of this Lease. SJC may cancel prior to or during the Event. Upon cancellation for breach, Lessee shall forfeit the Damage Deposit, the Rental Fee, and all monies paid to SJC.

**Impossibility:** This agreement is, however, subject to termination for cause without liability to SJC, under the following circumstances. Should occurrence of conditions such as strikes, acts of God, civil disturbances, terrorism, disaster, or any other emergency of a comparable nature which are beyond the control of St. James Church render the requested facilities inoperable, unavailable, or unsuitable for their intended purpose, St. James Church will have no responsibility for providing alternative facilities, electricity, housing, or catering and will not be liable for any bodily injury, death, property damage, loss, or other services.

**Control and Responsibility:** None of the provisions of this Lease shall be construed as reserving to SJC any right to exercise control over or direct the activities, business or operations of the Lessee in the conduct of the Event. It is understood and agreed that the entire control and direction of the Event shall be and remain with the Lessee, and neither the Lessee nor any other persons employed by him or her shall be deemed or considered employees or agents of SJC.

**Release From Liability and Indemnity: CAUTION!!! - READ BEFORE SIGNING** - Lessee shall protect, indemnify, hold harmless, and defend SJC, its officers, directors, employees, agents, servants, and invitees, from and against all losses, claims, liabilities, and other expenses of litigation, because of bodily injury, death, and property damage, which occur, either directly or indirectly, in connection with the Event or Lessee's operations or by reason of any act or omission of Lessee or its guests, invitees, musicians, florists, decorators, parking personnel, employees or agents, **regardless** of whether or not such loss, claim, liability or expense is caused in whole or part by any party to be indemnified hereunder. Lessee further assumes the risk and releases SJC, its officers, directors, employees, agents, servants, and invitees from any such claims, demands, injuries, damages and causes of action of any nature whatsoever arising out of or in connection with the Lessee's use of the facility, **regardless of fault**. Specifically, SJC shall have no liability for any such losses, claims, liabilities, and other expenses of litigation, because of bodily injury, death, and property damage, which occur, either directly or indirectly, in connection with the Event or Lessee's operations or by reason of any act or omission of Lessee or its guests, invitees, musicians, florists, decorators, parking personnel, employees or agents. By signing the Lease Agreement, Lessee fully agrees to these terms, and Lessee promises and warrants that he/she fully understands the terms and accepts the terms freely, knowingly, and voluntarily.

**Waiver/Covenant Not to Sue: CAUTION!!! - READ BEFORE SIGNING** - Lessee fully waives, releases and discharges SJC from all claims, damages, actions, causes of actions, and liability now existing or hereafter arising out of or in any manner connected with the Lessee's use of the facility pursuant to this Lease. Lessee further agrees not to sue SJC based upon liability now existing or hereafter arising out of or in any manner connected with the Lessee's use of the facility pursuant to this Lease. This term should be read in conjunction with the foregoing Release From Liability and Indemnity Provision and should be construed as consistent with the terms and conditions stated therein.

**No Assignment:** The Lessee may not assign this Lease.

By signing this *LEASE AGREEMENT*, **I agree to all terms as stated herein.**

Lessee Signature \_\_\_\_\_ Lessee Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Lessee Printed Name \_\_\_\_\_ Date \_\_\_\_\_

SJC Rep Signature \_\_\_\_\_ SJC Rep Printed Name \_\_\_\_\_ Date \_\_\_\_\_