

Weddings at Central





CENTRAL
Presbyterian Church

7 Queen's Square, Cambridge, Ontario N1S1H4
www.centralchurchcambridge.ca
519-623-1080

Church Office: office@cpcmail.ca
The Rev. Dr. Aubrey Botha Aubrey@cpcmail.ca
Wedding Coordinator weddings@cpcmail.ca

Weddings at Central

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A wedding is a joyful celebration of God's love for us and our commitment to the Christian family. Central Presbyterian Church has been the site for many beautiful weddings over the years. The service itself and the preparation for it centre on this premise.

Celebrating our Faith

There is no greater privilege than to know Jesus Christ and to worship Him. For those who know the Lord Jesus Christ, it is good to express their faith and personal commitment as part of the wedding ceremony. Your minister is willing to help you find ways to express your faith in the service.

Booking Your Wedding

In the Presbyterian Church, all wedding requests are approved by the Session.

The first step is to complete and submit the Wedding Request Form. This includes information about the bride and groom, requested date for the wedding and rehearsal, music and any special requests.

The request will go to the Session for approval. You will then be contacted by the Wedding Coordinator regarding the decision and outlining next steps.

Pre-Marriage Counselling

While it is natural to focus attention on the wedding day, it is also important to think about marriage as a long term commitment. For this reason, couples are required to complete a marriage preparation course prior to the wedding.

This requirement may be met in one of two ways. You may arrange counselling with Central's minister or provide written verification of completion of another marriage preparation course.

Licence

A marriage licence may be obtained anywhere in Ontario at a Municipal Office. The licence must be presented to the minister at least three weeks prior to the ceremony.

Music

Professional musicians are available to provide music on our Schimmel Grand Piano and Casavant three manual organ. Please speak to the wedding co-ordinator regarding your music requests.

Should you wish to have other musicians at the wedding ceremony, please indicate this information on the Wedding Request Form.

Animals

While we appreciate that family pets are well loved, only registered service animals are allowed in the church.

Wedding Co-ordinator

The wedding co-ordinator is Central's official representative at weddings performed at the church.

All weddings will use the services of the wedding co-ordinator.

The wedding co-ordinator will meet with the couple to plan the wedding to ensure that the day is special in the way you want it to be. You will discuss requests such as the use of candles, microphones, the sound system, placement of flowers, signing the register, photography, music and video.

The wedding co-ordinator will be present at the rehearsal and the wedding to assist the wedding party and guests. The wedding coordinator is responsible for opening and closing the church at the rehearsal and on the wedding day, as well as safety and security for everyone in attendance.



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Wedding Request

Date of Application: _____

Signed on behalf of applicant: _____

We agree to the Terms and Conditions of this document

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Bride: _____

Address of Bride: _____

City: _____ Province: _____ Postal Code: _____

Telephone # Cell: _____ Work: _____ Home: _____

Email: _____

Groom: _____

Address of Groom: _____

City: _____ Province: _____ Postal Code: _____

Telephone # Cell: _____ Work: _____ Home: _____

Email: _____

Approximate attendance: _____

Yes

No

Central's Minister to perform the wedding?

If no please supply contact information for the Officiant.

Officiant's Name: _____

Registration #: _____

Address of Officiant: _____

City: _____ Province: _____ Postal Code: _____

Telephone # Cell: _____ Work: _____ Home: _____

Email: _____

Music:

Central's Music Director to play organ/piano

Yes

No

Use of organ/grand piano by an other musician

Yes

No

Musician's name: _____

Address of Musician: _____

City: _____ Province: _____ Postal Code: _____

Telephone # Cell: _____ Work: _____ Home: _____

Email: _____

Other musicians: (Please specify) _____

Special Requests: Please discuss any special needs with your Central Wedding Coordinator

Session Approval: _____

Date: _____



Wedding Details

I hereby make application (hereafter referred to as "the renter") for the use of the facilities of Central Presbyterian Church, Cambridge Ontario (hereafter referred to as "the Church" throughout this document) and if such is granted, will abide by the following conditions:

A non-refundable fee is required at the time of approval by the Session to confirm the booking.

Proof of insurance coverage must be provided when the deposit is paid.

CENTRAL PRESBYTERIAN CHURCH RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT AT ANY TIME SHOULD ALL CONDITIONS ON THIS CONTRACT NOT BE MET BY THE APPLICANT.

1. INSURANCE:

The Applicant shall provide proof of insurance to cover the event. A personal policy rider or event insurance is acceptable.

1.1. Any Rider for the event on the applicants personal policy shall have as additional named insured "Central Presbyterian Church, Cambridge, Ontario" and include general liability, property damage and compensatory damages. The Fee Schedule lists some insurers.

1.2. Proper indemnification shall be given to the Church against personal injury for all in attendance and damage to church property.

1.3. The applicant shall indemnify the Church against any loss or damage to goods and chattels by the applicant or his/her guests while in the possession of the Church.

1.4. The Church is not responsible for lost or stolen items.

2. FEES AND TAXES:

2.1 A deposit for use of the facilities is required.

2.2 Should the event be cancelled, any expenses incurred by the church will be charged to the renter.

2.3 All taxes levied upon admission fees and items sold at the function covered by this application shall be paid by the renter.

3. LEADING WITH CARE:

The Church is a "Leading with Care" organization. This means the renter ...

3.1. will ensure all in attendance act in a respectful manner.

3.2. is responsible for the good conduct of all in attendance at the function outlined below.

3.3. is responsible to ensure that the Church will be left clean and tidy and all equipment and furniture are left in its original placement.

3.4 will follow all directions and instructions from the Church staff.

4. FOOD AND BEVERAGES:

4.1 No alcoholic beverages permitted on the premises

4.2. The renter must provide dishes and cutlery.

INSURANCE

Note: Insurance is required for groups not associated with the church. Proof of insurance coverage must be provided when the deposit is paid.

Insurance company: _____, **Policy #** _____

Event insurance can be purchased on line through the websites listed. Insurance fees paid by the Church are not refundable.

<https://duuo.ca>

<https://www.palcanada.com/index.php/en-us/event-hosts/special-events-liability>

<https://duuo.ca/event-insurance>

<https://www.frontrowinsurance.com/event-insurance-ontario>

Insurance: _____



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Fee Schedule

Fees and Payments

*Honoraria are paid directly to Central's staff,
no later than the rehearsal date*

Officiant

Central Minister \$500 Includes pre-marriage counselling
Other Officiant At couples expense

Church \$500 Required to secure date – Non-Refundable

Use of Fellowship Hall

For a meal after the rehearsal \$100 Rate is for 2 hours, catering is by the couple

Music

Central Music Director \$300 Includes wedding and rehearsal
Outside Musician \$150 Instrument Fee

Staffing

Central Wedding Co-ordinator \$300
Custodian \$100 Required when using of Fellowship Hall
Live Streaming Service \$200
Central Sound Technician \$200 A Central certified sound technician is required
for use of Central Audio equipment
Royalty fees are extra

*Fees for other officiants, musicians and soloists are the responsibility of
the couple being married and are not included in fees payable to Central.*

Contact Information

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Planning your wedding is a joyous occasion and
we look forward to being part of your celebration.